# ­­­­­Vacancy Application Form

### Section 1 - About the Vacancy

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| --- | --- |
| Position applied for: |  |
| Where did you hear about this vacancy? |  |
| When would you be available for interview? |  |
| If offered the job when could you start? |  |
| Do you have any holiday commitments? |  |

### Section 2 - About You

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Contact Telephone Number |  |
| Email Address |  |

Do you have a current full driving licence valid for the UK? Yes/No

Do you have any current endorsements or motoring prosecutions pending? Yes/No

If you answered "**Yes**" to the above question please provide details of current endorsements and/or motoring prosecutions pending:

|  |
| --- |
|  |

What Clubs or Societies do you belong to?

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| --- |
|  |

What Professional bodies do you belong to?

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Do you have any commitments, which might limit your working hours? Yes/No  
E.g. Judicial, Military or Local Government

If you answered "**Yes**" to the above question, please provide details of commitments:

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Do you have any future training/development plans? Yes/No

If you answered "**Yes**" to the above question, please give details of any courses, CPD, work experience etc. you intend to pursue:

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Have you ever been dismissed from employment on the grounds of theft or dishonesty? Yes/No

If you answered "**Yes**" to the above question, please provide details of dismissal:

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Do you have any criminal convictions, other than ‘spent’ convictions? Yes/No

If you answered "**Yes**" to the above question, please complete this field.

Please provide details of convictions: Yes/No

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What practical skills can you bring to this post?

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What qualities do you have which most suit you to the job you are applying for?

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Please state anyone you know who is employed by Marwell Wildlife:

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### Section 3 - Your Education



Please give details of education, including any training courses:

|  |  |
| --- | --- |
| Dates From |  |
| Dates To |  |
| Name of University, College, School or Institute |  |
| Type of Course i.e. full time, day release etc. |  |
| Subjects Studied |  |
| Qualifications Obtained |  |

### Section 4 – Your Employment History

Please give details of present and previous employers. Please put **most recent** first.

|  |  |
| --- | --- |
| Start Date |  |
| Leave Date |  |
| Employers Name |  |
| Nature of Business |  |
| Job Title |  |
| Job Duties |  |
| Reason for Leaving |  |
| Number of Direct Reports |  |
| Start Date |  |
| Leave Date |  |
| Employers Name |  |
| Nature of Business |  |
| Job Title |  |
| Job Duties |  |
| Reason for Leaving |  |
| Number of Direct Reports |  |

|  |  |
| --- | --- |
| Start Date |  |
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| Employers Name |  |
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| Job Title |  |
| Job Duties |  |
| Reason for Leaving |  |
| Number of Direct Reports |  |

|  |  |
| --- | --- |
| Start Date |  |
| Leave Date |  |
| Employers Name |  |
| Nature of Business |  |
| Job Title |  |
| Job Duties |  |
| Reason for Leaving |  |
| Number of Direct Reports |  |

### Section 5 - Further Information

Considering the job description / person specification for the role you are applying for, please use this space to detail any further information you wish to put forward in support of your application (e.g. volunteering, CPD etc.):

|  |
| --- |
|  |

### Section 7 - Declarations

**Due to the nature of our organisation and the position applied for you should be aware that a DBS check may be required. This will be discussed further at interview if appropriate.**

You must confirm you are legally entitled to work in the United Kingdom and if interviewed will produce one of the documents from the [Proof of eligibility to work in the UK list](https://www.marwell.org.uk/recruitment/documents/AppEvidence.pdf).

Are you legally entitled to work in the United Kingdom and able to produce a document from the [above list](https://www.marwell.org.uk/recruitment/documents/AppEvidence.pdf) to evidence this?

Yes  
No

Please confirm whether you are over the age of 18. Due to Licensing Laws and/or Health and Safety implications in some roles.

I am over the age of 18                                            Yes/No

If no, please confirm you have reached legal school leaving age:     Yes/No

**Data Protection Notification** - *please read this carefully before submitting this application*

The information you have provided when completing this application form will be used to process your application for employment. Marwell Wildlife will ensure the information you have supplied for the purposes of this application remains confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. By signing this application form Marwell Wildlife will be assuming that you agree to the processing of your personal data, in accordance with our registration with the Information Commissioner’s Office (ICO) and our Job Applicant Privacy Policy (available on Marwell Wildlife’s website).

**Declaration -** *please read this carefully before submitting this application*

By signing this application you also declare to the best of your knowledge and belief, all particulars you have given in all parts of this application form are complete and true and that you understand any false declarations, misleading statements or a significant omission may disqualify you from employment and render you liable to dismissal. If you are not successful in your application, you understand that your application will be retained for 6 months unless you request otherwise.

Please sign below to acknowledge your understanding of, and agreement with, the Data Protection information and Declaration above.

|  |  |
| --- | --- |
| PRINT NAME |  |
| SIGN |  |
| DATE |  |

Please email the completed form to [jobs@marwell.org.uk](mailto:jobs@marwell.org.uk).