# ­­­­­Application Form

### Section 1 - About the Vacancy

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| Position applied for: |  |
| Where did you hear about this vacancy? |  |
| Are there any dates you aren’t available for interview i.e., holiday commitments? |  |
| If offered the job, when would you be available to start? |  |

### Section 2 - About You

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Address |  |
| Contact Telephone Number(s) |  |
| 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:

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What Clubs or Societies 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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Have you ever been dismissed from employment for any reason? Yes/No

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

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### Section 3 - Your Education, Training and Development



Please give details of education (Secondary/college/university) including current studies, with most recent first:

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| --- | --- | --- | --- |
| Name of Establishment | Dates  From – To (Month & Year) | Course/subjects taken | Qualifications/  grade obtained |
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| Please provide details of any course(s) undertaken, include specialist in-house training, short courses and accreditation details etc. | Dates |
|  |  |

What Professional bodies do you have membership to?

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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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### Section 4 – Your Employment History

**Please give details of present or most recent employment.**

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

**Please give details of previous employers** (please put most recent first including any unpaid or voluntary work.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title & Main responsibilities | Employers Name & Nature of Business | Dates - From - to  (month & year) | Reason for leaving |
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### Section 5 – Supporting Statement

Considering the job description / person specification for the role you are applying for, please use this space below to detail any further information you wish to put forward in support of your application. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

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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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### Section 6 – Additional Information

**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.**

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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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

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

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**References**

Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.References are usually taken up after an interview or offer of employment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Position: | | | | Position: | | | |
| Relationship: | | | | Relationship: | | | |
| Email: | | | | Email: | | | |
| How long have they known you? | | | | How long have they known you? | | | |
| I agree to this reference being taken up before an offer of employment is made: | | | | I agree to this reference being taken up before an offer of employment is made: | | | |
| Yes |  | No |  | Yes |  | No |  |

We will seek references as detailed above and may approach other previous employers for information to verify particular experience or qualifications.

### Section 7 - Declarations

**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).