GUIDANCE NOTES FOR COMPLETING

# YOUR APPLICATION FORM

We are fortunate to receive many applications for vacant posts and we strongly advise all applicants to read these guidance notes before completing the application form

1. It is our intention to appoint the best candidate for every vacancy and to do this fairly; we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the Person Specification and which are regarded as essential in order to work effectively in post.
2. As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. A Job Applicant Privacy Notice should accompany this document and it will explain how and why any information you provide is processed.
3. Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work/activities that you have experienced in the past and therefore, you should provide detailed information.
4. Please complete all sections of the form. It may be helpful to do a rough draft first.
5. Please complete in black pen or typescript or complete online and send by email to applications@lancswt.org.uk . Your completed Application Form can be either posted or sent via email.
6. **Section 7, Additional Information, is the most important part of the form. You should refer to the person specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.**
7. **If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is unlikely that you will be selected for interview.**
8. Curricula Vitae (CVs) will **NOT** be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the requirements of the job.
9. Please also complete the Diversity Monitoring Form which should be submitted with your Application Form but will be held separately.
10. Applications from candidates who require a certificate of sponsorship under the UK ‘Points Based’ system of entry may not be considered if there are a sufficient number of other suitable candidates. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they recruit an individual from overseas. For further information, please visit the Home Office (UK Border Agency) website.

**Due to the high cost of postage and our Trust policy to be environmentally friendly, we do not send acknowledgements for applications or letters to unsuccessful applicants. Therefore, if you have not heard from the Trust within four weeks of the closing date, please assume your application has been unsuccessful.**

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

**The Data Protection Act**. In order to process this application, The Lancashire Wildlife Trust will need to process all personal information which you provide to us or which is supplied by third parties i.e. Referees, including any sensitive personal information. We may also share certain information with associated companies from time to time where this is necessary to assess your application. Application forms will be destroyed 12 months after the closing date of the post applied for.

The Lancashire Wildlife Trust will process all personal information provided in accordance with prevailing UK Data Protection legislation. Further details about the manner in which your information may be processed by us can be obtained by contacting Human Resources, The Lancashire Wildlife Trust**,** The Barn, Berkeley Drive, Bamber Bridge, Preston PR5 6BY.

Application for Employment

### Job Details

|  |
| --- |
| Application for the position of:  How did you learn of this vacancy: |

**Personal Details**

|  |
| --- |
| Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames:  Address:      Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: (Home):    Tel: (Daytime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: (Mobile):  E-mail Address: \_ |

### Present or most recent employment

|  |  |
| --- | --- |
| Employer’s name and address:       Postcode Employer’s phone No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position held & Salary: |
| Reason you wish to leave/left this post: |
| Dates of commencement and leaving:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Period of notice required: |
| *Please give a brief description of the duties and responsibilities:* | |

### Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| From:  Month/Year | To:  Month/Year | Employer | Position |
|  |  |  |  |

**Training / Qualifications / Membership of Professional Bodies**

|  |  |
| --- | --- |
| Please provide details of all qualifications together with details of any course(s) undertaken.  (*include specialist in-house training, short courses and accreditation details etc)* | Dates |
| Please continue on a separate sheet if necessary |  |

### Driving Licence

|  |
| --- |
| Do you hold a Current Driving Licence? Yes □ No □  Provisional □ None □ Full □ HGV □  Do you have any Current Endorsements? Yes □ No □  If yes please give details |

### References

|  |  |
| --- | --- |
| Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities. The Trust will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. | |
| (1) Title & Name:  Occupation:  Time Known:  E-mail:  Address:        Postcode:  Telephone no: | (2) Title & Name:  Occupation:  Time Known:  E-mail:  Address:        Postcode:  Telephone no: |

### Criminal Record

|  |
| --- |
| Please give details of any unspent criminal convictions in accordance with the rehabilitation of offenders act 1974 (exceptions) order 1975 and/or (Northern Ireland) 1979. |
|  |

Some LWT posts require enhanced DBS checks. If the position you are applying for involves working with children or vulnerable adults please complete the following section:

###### Criminal Convictions

|  |
| --- |
| The post for which you are applying is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and both spent and unspent convictions must be declared. |
|  |

### Asylum Immigration Act 1996

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| --- |
| The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not have permission to live or work in the UK. Applicants will be required to provide documentary evidence of their right to work in the UK if invited for interview.  Do you have the right to live and work in the United Kingdom? Yes □ No □  NI Number: |

### Additional Information

|  |
| --- |
| Before completing this section, please read the enclosed person specification and guidance notes carefully. Use the requirements listed in the person specification as headings (eg Area A; Experience: Area B; Knowledge: Area C; Skills: Area D; Personal Qualities) and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. (please continue on additional sheets if necessary.) |

|  |
| --- |
| Data Protection/Declaration Information on this application may be processed for purposes registered by the Employer under the provisions of the General Data Protection Regulation (GDPR) 2018. Details of the data we collect, retain and process about you are stated in our Job Applicant Privacy Notice which can be found on our website http://www.lancswt.org.uk/privacy-statement  I hereby give my consent to Lancashire Wildlife Trust processing the data supplied in this application form for the purpose of recruitment and selection. I also understand that the first six months of employment will be a probationary period and that subject to appointment I may be required to complete a confidential medical questionnaire. |
| I declare that the information contained on this application form is accurate and correct.  I understand and agree that:   * The provision of false information may result in disqualification from the recruitment process. * Failure to provide evidence of qualifications and/or suitable references the offer of employment may be withdrawn and or employment terminated. * I understand that if it is subsequently discovered that any statement I have made is false and misleading then I can be dismissed from the Company.   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please complete and return to:**

email: applications@lancswt.org.uk

Post: Human Resources, The Lancashire Wildlife Trust, The Barn**,** Berkeley Drive, Bamber Bridge, Preston, PR5 6BY