

Learning Team Voluntary Internship

Application Form

Thank you for your interest in a voluntary internship with Suffolk Wildlife Trust. To help us assess your suitability, please answer all the questions, and please do not attach a CV. We regret we are unable to acknowledge receipt of application forms. We will contact you if you are selected for interview.

Once completed, please send this form to [recruitment@suffolkwildlifetrust.org](mailto:recruitment@suffolkwildlifetrust.org) or by post to: Suffolk Wildlife Trust, Brooke House, Ashbocking, Ipswich IP6 9JY

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| Closing Date: | **9am, 31 January 2022** | Interview Dates: | **Weeks beginning 7 & 14 February 2022** |

A commitment to equality, diversity and inclusion is fundamental to our core values and all applications will be considered in line with our policy. Suffolk Wildlife Trust takes its safeguarding responsibilities seriously and this role will be subject to an enhanced DBS check in line with our Safeguarding and DBS Policy. If you are shortlisted for interview, you will be asked to disclose any information relevant to a DBS check.

Please select the area where you would prefer to be located. You may choose more than one.

**Bradfield Woods**  **Ipswich Green Spaces**

**Lackford Lakes**  **Carlton Marshes**

**Foxburrow Farm**  **Redgrave and Lopham Fen**

Personal details:

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| --- | --- | --- | --- | --- | --- |
| Forename: | |  | Surname: |  | |
| 🖂 email address: | |  | | | |
| Address: |  | | Daytime phone: | |  |
| Home phone: | |  |
| Mobile phone: | |  |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  | | Are you willing to drive Trust vehicles in line with our insurance policy and Employee Driver Handbook? | Yes |  | No |  | |  |  | No |  |

Do you have your own transport? **Yes**  **No**

Present / most recent employment. If studying, please state educational establishment and outline the course undertaken

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| --- | --- | --- | --- |
| Post held: |  | | |
| Name of employer: |  | | |
| Dates of employment: |  | Address: |  |
| Notice period required: |  |
| Please give a brief description of your duties/responsibilities: | | | |

Previous relevant employment or work experience (voluntary or paid)

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| --- | --- | --- |
| Position held: | Employer’s name & address: | Dates of employment: |
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Training / Qualifications:

Please detail your academic qualifications, including GCSEs / O Levels, further education if relevant:

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| Name of course(s): | Name of education provider (e.g. school, university) | Qualifications attained: |
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Please detail any employment-related training or qualifications you may have attained:

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| --- | --- | --- |
| Name of course/qualification: | Training/course provider  (e.g. in-house, evening class) | Date course attended/completed: |
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About you Please tell us a little about yourself and why you are attracted to the role that you are applying for:

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Your relevant skills / knowledge / experience:

Please outline below how your skills, knowledge and experience meet the requirements of the role that you are applying for. You may draw on past employment and/or activities that you undertake outside work (we are really interested to hear how you feel you meet these criteria and in how you are able to demonstrate this with examples).

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References:

Please give details of two people (not related to you) who may be approached for references as to your suitability for the post. The first one should be your current employer or your last employer if not currently employed. The second should be able to comment on your character.

We will only contact your referees after interview.

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| --- | --- | --- | --- | --- |
| Name: |  |  | Name: |  |
| Position: |  |  | Position: |  |
| Address: |  |  | Address: |  |
| Postcode: |  |  | Postcode: |  |
| Tel no.: |  |  | Tel no.: |  |
| email: |  |  | email: |  |

To help us with future recruitment, please tell us where you saw this post advertised:

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Have you been interviewed for a role with Suffolk Wildlife Trust in the last two years? Yes / No

Declaration:

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed 6 months after the closing date.

If it is discovered that you have given any information which you know to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct:

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| --- | --- | --- | --- | --- |
| Signed |  |  | Date |  |