



# Job Application Form



Thank you for your interest in working for Suffolk Wildlife Trust. To help us assess your suitability for the post you are interested in, please answer all of the questions below and email the completed application to [recruitment@suffolkwildlifetrust.org](mailto:recruitment@suffolkwildlifetrust.org). Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. We will contact you if you are shortlisted for interview.

A commitment to equality, diversity and inclusion is fundamental to our core values and all applications will be considered in line with our policy. .

Post applied for:			
Closing Date:		Interview Date:	

## Personal details:

Forename:		Surname:	
✉ email address:			
Address:		Daytime phone:	
		Home phone:	
		Mobile phone:	

Are you free to remain and take up employment in the UK with no current immigration restrictions?      **Yes**       **No**

If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa,

### **Driving Licence – if relevant to post applied for.**

Do you hold a current 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**

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment

About you Please tell us a little about yourself:

Present / most recent employment:

Post held:			
Name of employer:			
Dates of employment:		Employer address:	
Notice period required:			
Current salary:			

Please give a brief description of your duties/responsibilities:

Previous employment:

Position held:	Employer's name & address:	Dates of employment:

### Training / Qualifications:

Please detail your academic qualifications, including GCSE's / O' Levels, further education if relevant:

Name of course(s):	Name of education provider (e.g. school, university)	Qualifications achieved:

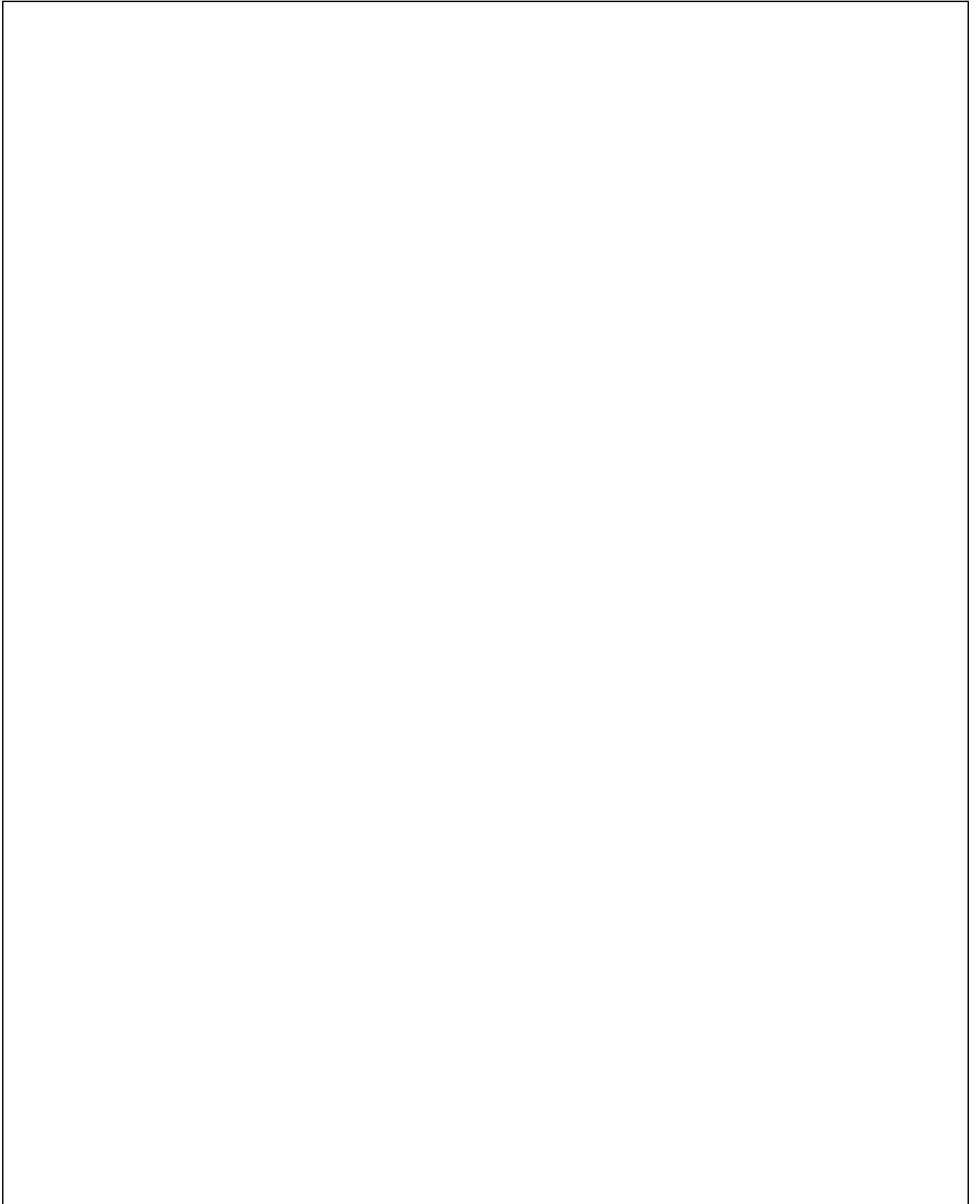
Please detail any employment-related training or qualifications you may have attained:

Name of course/qualification:	Training/course provider (e.g. in-house, evening class)	Date course attended/completed:

### Your relevant skills / knowledge / experience:

Please outline below how your skills, knowledge and experience meet the requirements of the Person Specification\*, of the role that you are applying for. You may draw on past employment and/or activities that you undertake outside of work (we are really interested to hear how you feel you meet these criteria, and to demonstrate this with examples). Please feel free to continue on a separate sheet if necessary.

\* person specification can be downloaded along with the job description from our website



And finally, briefly tell us a little bit more about you...

(does not have to be work-related)

❖ What do you consider to be your greatest achievement?

---

❖ Give an example of when you made a positive contribution to a team and what the outcome was:

---

❖ Tell us about an instance where you have had to implement change:

---

❖ How do you organise and prioritise your workload?

## 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 someone who is able to comment on your work abilities.

We will only contact your referees after interview.

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

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

---

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

.....

If you have been interviewed for a role with Suffolk Wildlife Trust in the last two years please give us details of who interviewed you and for which job.

## 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:

Signed .....

Date .....