Wild Trout Trust

JOB APPLICATION FORM

Please complete this form accurately, giving as many details as possible of your skills, experience and aspirations relating to the job application. Short-listing will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application by e-mail or telephone.

Please type directly in this form usingMicrosoft Word and ensure that the finished form is signed, dated and returned by **the closing date (29 June 2017)** to the address given on the last page.

 Position applied for:

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| Job title: **WTT Assistant Conservation Officer** |

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| --- |
| Where did you see this post advertised?  |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
|  |  |  |

|  |
| --- |
| Home address:  |
|  |
| POST CODE: |

|  |
| --- |
| Telephone nos: please include full STD code |
| Home:  |
| Work: |
| Mobile: |

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| email address:  |

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| --- | --- |
| Do you hold a current driving licence? |  **Yes**/**No** |

|  |  |
| --- | --- |
| Is there anything concerning your medical history or state of health that is relevant to your application?  | **Yes**\*/**No**\**If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed* |

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| Are there any restrictions regarding your employment? e.g do you require a Work Permit? | **Yes**\*/**No**\**If you answer Yes please supply details on a seperate sheet of paper* |

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| How much notice do you need to give to your current employer, if applicable?  |  |

2. employment record

Please start with your most recent employment and include a brief description of the main duties and responsibilities of your post. To expand on specific areas of responsibility, please use Section 5 below, *Experience/Skills/Aspirations.* You can include here any work experience that was part of a course or any voluntary positions.

|  |
| --- |
| 1. Current/most recent employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |

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| --- |
| 2. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |

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| --- |
| 3. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |

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| --- |
| 4. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

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| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level | Date gained  |
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4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

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| --- | --- |
| Training Course | Date  |
|  |  |
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5. Experience / Skills/ASPIRATIONS

This section is for you to give specific information in support of your application. Please set the information out to a maximum of 500 words.

After reading the Job Description and Person Specification carefully, tell us why you should be our Assistant Conservation Officer. Sell yourself: your skills, any experience you have gained and your aspirations for your future.

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1. references

Please give the name, address and position/occupation of two referees. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

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| 1. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Email and tel:  |

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| --- |
| 2. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Email and tel:  |

1. declaration and signature

|  |
| --- |
| The information supplied in this application form is accurate to the best of my knowledge. Signed Date  |

By signing and returning this application form you consent to the Wild Trout Trust using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

***Thank you for completing the form and for your interest in the Wild Trout Trust.***

Please return your completed form, together with your completed Equality of Opportunity Questionnaire and a short covering letter, to the Trust Director, Shaun Leonard, through the address office@wildtrout.org. Please mark the subject line of your e-mail with “ACO Job Application”. **Closing date for applications is Thursday 29 June 2017.** For those short-listed, **interviews will be held on 18 July 2017** in Hampshire or Wiltshire.