|  |
| --- |
| Confidential Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing Date: |  | **Interview Date:** |       |
|  |
| **Please refer to the GWT Guidance Notes for Job Applicants before completing this application form.**  |

|  |
| --- |
| Section 1 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |
| --- | --- |
| Position held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |       |  **Salary:** |       |

|  |
| --- |
| **Brief description of duties:** |
|       |
| Continue on a separate sheet if necessary |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |       |  **Last day of service** (if no longer employed)**:** |       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |

|  |
| --- |
| Section 2 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business  |
|  |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position held: |       |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position held: |       |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |
|  |
|  |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Date to & from:** |  |  |  |  |

|  |  |
| --- | --- |
| Position held: |       |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |
| Continue on a separate sheet if necessary |
|  |
| Section 3 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |
| --- | --- | --- |
| **College or University**  | **Course** | **Qualifications and grades obtained** |
|       |       |       |
| **School** | **Subjects** | **Qualifications and grades obtained** |
|       |       |       |
| Continue on a separate sheet if necessary |

|  |
| --- |
| Professional or Management Qualifications |
| Please give details:If you are successful you will be required to provide relevant evidence of the above details.  |

|  |  |
| --- | --- |
| **Professional/Technical/****Management Qualifications** | **Course Details** |
|       |       |
| **Membership of any Professional Associations- Please state level of Membership:**      |
| Continue on a separate sheet if necessary |
|  |

|  |
| --- |
| Section 4 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support yourapplication. Include any on the job training as well as formal courses.**If you are successful you will be required to provide relevant evidence of these**. |  |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Date Achieved** |
|       |       |
| Continue on a separate sheet if necessary |

|  |
| --- |
| Section 5 Personal Statement |
| **Please use this section to explain in detail how you meet the requirements of the position you have applied for against the Person Specification. Please attach and label any additional sheet used (max 500 words) and note in Section 7 of the Application Form. (See Guidance Notes for Applicants)** |
| **Experience, skills, knowledge & qualifications and personal qualities.** |
| Please continue on a separate sheet if necessary (no more than 500 words). |

|  |
| --- |
| **Section 6 Entitlement to work in the UK** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any restrictions on your right to work in the UK? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please state restrictions and the expiry date of any permissions: |
|  |

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

|  |
| --- |
| **Section 7 Other Details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a full UK driving licence? | Yes | [ ]  | No | [ ]  |
| Do you have any endorsements? | Yes | [ ]  | No | [ ]  |
| Do you have use of a car? | Yes | [ ]  | No | [ ]  |
| Do you have the ability to communicate in Welsh? | Yes | [ ]  | No | [ ]  |
| If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.Where did you see the advertisement for the post? |
|  |
| Have you attached any additional sheets to your Application? | Yes | [ ]  | No | [ ]  |
| If Yes, how many? | Number | [ ]  |  |  |

|  |
| --- |
| **Section 8 Disabilities** |

|  |
| --- |
| The Disability Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. **(See Guidance Notes).** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability? | Yes | [ ]  | No | [ ]  |

|  |  |
| --- | --- |
| If yes, please give details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview /assessment ] and thus meet our obligations under the Equality Act 2010: |  |

|  |
| --- |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |
| **Section 9 Rehabilitation of Offenders**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (exclusions and Exceptions) (Scotland) Order 2013? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence: |
|  |

|  |
| --- |
| If the role for which you are applying requires a Disclosure and Barring Service police check you will be notified of this in your Job Application Pack **(See Guidance Notes).** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enhanced Checks Only (refer to Job Application Pack)**Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| **Section 10 Health** |

|  |
| --- |
| Successful applicants will be required to complete a detailed health monitoring questionnaire.  |

|  |
| --- |
| **Section 11 References** |

|  |
| --- |
| Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References will only be taken up for successful candidates following interview. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |       | **Position (job title):** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |       | **Work Relationship:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |       | **Organisation:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |       | **Telephone No:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |       | **E-mail:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Time known: |       | **Time known:** |       |

|  |
| --- |
| **Section 12 Data protection** |

|  |
| --- |
| GWT treats personal data collected during the recruitment process in accordance with its [data protection policy](http://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/) / [policy on processing special category personal data and criminal records data](http://www.xperthr.co.uk/policies-and-documents/policy-on-processing-special-category-personal-data-and-criminal-records-data-compliant-with-the-gdpr-/163520/). Information about how your data is used and the basis for processing your data is provided in GWT’s J[ob Applicant Privacy Notice](http://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice-compliant-with-the-gdpr-/162692/).**Section 13 Declaration**A. Relatives/Other Interests |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to or do you have a close personal relationship with anyone associated with GWT? | Yes | [ ]  | No | [ ]  |

|  |  |
| --- | --- |
| If yes, specify name(s), position(s) and relationship(s) |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If appointed, do you have any interests or hold any appointments that may conflict with employment with GWT in the role for which you have applied?If yes, please detail on a separate sheet. **(See Guidance Notes for Job Applicants)** | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| B. Statement to be Signed by the ApplicantGWT is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.**I hereby certify that:*** **all the information given by me on this form is correct to the best of my knowledge**
* **all questions relating to me have been accurately and fully answered**
* **I possess all the qualifications which I claim to hold**
* **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |

If you are sending your application form by e-mail, please mark this box [ ]
(as a substitute for your signature) to confirm that you agree to the above declaration.

|  |
| --- |
| Note: Any false, incomplete or misleading statements may lead to dismissal. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| The following sheet will be separated from your application form upon receipt and does not form part of the selection process. (See Guidance Notes for Job Applicants)  |
|  |
| Section 14 - Personal Details  |

|  |
| --- |
|  |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Day time contact telephone number:** |   |
| **Evening contact telephone number:** |   |
| **Email:** |   |

|  |
| --- |
|  |
| The following sheets will be separated from your application form upon receipt and does not form part of the selection process. (See Guidance Notes for Job Applicants)  |
|  |
| Section 15 – Recruitment Monitoring  |

In accordance with its policy on equal opportunities in employment, GWT will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. **(See Guidance Notes for Job Applicants).** |
| **Post title:** |   |
| **Location:** |   |
| **Full name:** |   |
| **1. Gender assigned at birth** |
| Male |   |
| Female |   |
| Prefer not to say |   |
| **2. Which of the following best reflects how you would describe your gender identity?** |
| Male |   |
| Female |   |
| In another way |   |
| If you would like to, please say how you describe your gender identity  |   |
| Prefer not to say |   |
| Other |   |
| **3. Does your gender identity align with the gender assigned to you at birth?** |
| Yes |   |
| No |   |
| Prefer not to say |   |
| **4. Age** |  ❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+ |
| **5. Marital status** |
| Married (different sex) |   |
| Married (same sex) |   |
| Civil partner |   |
| Single |   |
| Other |   |
| Prefer not to say |   |
| **6. What is your sexual orientation?** |
| Bi/bisexual |   |
| Gay/lesbian |   |
| Heterosexual/straight |   |
| Other term |   |
| Prefer not to say |   |
| **7. Do you have any disabilities?**YES/NOThis information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager.GWT believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want our organisation to benefit from the widest range of talent available. |
| **8. Ethnic origin**(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Northern Irish |   |
| Irish |   |
| Gypsy or Irish Traveller |   |
| Prefer not to say |   |
| Other White background, please specify: |   |
| **B Mixed/Multiple ethnic groups:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Prefer not to say |   |
| Other Mixed/Multiple ethnic background, please specify: |   |
| **C Asian, Asian British:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Chinese |   |
| Prefer not to say |   |
| Other Asian background, please specify: |
| **D Black, African, Caribbean, Black British:** |
| African |   |
| Caribbean |   |
| Prefer not to say |   |
| Other Black, African, Caribbean background, please specify: |   |
|  |  |  |  |
| **E Other ethnic group:** |
| Arab |   |
| Prefer not to say |   |
| Other ethnic group, please specify: |   |
| **9. Religion or belief** |
| No religion or belief |   |
| Buddhist |   |
| Christian |   |
| Hindu |   |
| Jewish |   |
| Muslim |   |
| Sikh |   |
| Prefer not to say |   |
| Other, please specify: |
| **Data protection:** GWT treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with its [Data Protection Policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/). Information about how your data is used and the basis for processing is provided in GWT’s Privacy Notice for Job Applicants.I hereby give my consent to **GWT** processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the GWT Data Protection Officer.  |
| **Applicant's signature:** |   | **Date:** |   |

|  |
| --- |
| R E T U R N I N G T H I S A P P L I C A T I O N F O R M |
|  **By Hand or Post:**Finance & Administration, Gwent Wildlife Trust, Seddon House, Dingestow, Monmouth NP25 4DY | **By E-Mail to:** hr@gwentwildilfe.org Please name the application with your surname, comma, initial**Enquiries:**Telephone: 01600 740600 |