

## 

**EMPLOYMENT APPLICATION FORM**

**Please carefully complete each section of the form in black ink or typewritten and email to** [**recruitment@durrell.org**](mailto:recruitment@durrell.org) **or post to Recruitment Department, Durrell Wildlife Conservation Trust, Les Augrés Manor, La Profonde Rue, Trinity, Jersey, JE3 5BP. In the subject line of the email**

**please clearly state what position you are applying for.**

**VACANCY APPLIED FOR:**

**DEPARTMENT/ LOCATION:**

**AVAILABILITY:**

PERSONAL DETAILS

|  |
| --- |
| Surname: First Names:  Other surnames you have been known by: |
| Address:  Post code: |
| Home 🕿: Work 🕿:  Mobile 🕿: Email address: |
| Do you hold a full current driving licence? Yes [ ] No [ ] |

PRESENT OR MOST RECENT EMPLOYMENT

|  |
| --- |
| Employer: |
| Address:  🕿: |
| From: To: Salary: **£** |
| Job Title: Grade if applicable: |
| Main Responsibilities: |
| Notice Period: Reason for Leaving: |

EMPLOYMENT HISTORY

**Please give details of all previous employment starting with the most recent (including periods of unemployment). If you are still in full time education, please give details of any vacation or part time employment. The information given may be used to obtain references at a later date.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Employed from**  \_\_ / \_\_ / \_\_ | **Employed to**  \_\_ / \_\_ / \_\_ | **Position held, duties and reasons for leaving** |
| Full Name and Address  🕿: |  |  |  |
| Full Name and Address  🕿: |  |  |  |
| Full Name and Address  🕿: |  |  |  |
| Full Name and Address  🕿: |  |  |  |
| Full Name and Address  🕿: |  |  |  |

**Please continue on a separate sheet using the same format if necessary**

**EDUCATION AND QUALIFICATIONS**

Starting with the most recent:

**Secondary/Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| School / College or University | Subject or Course | Examination e.g. GCSE | Grade |
|  |  |  |  |

**Further Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Qualification / Award | Obtained at |
|  |  |  |  |

**Membership of Professional Organisations / Bodies**

|  |  |
| --- | --- |
| Date | Membership and Level |
|  |  |

**Relevant Training Courses Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Training Provider | Course Title |
|  |  |  |  |

SUPPORTING STATEMENT

**In this section you must give full details of how your skills, abilities and experience match the person specification of the post that you are applying for. *Please continue on a separate sheet if necessary.* (Please note that CV’s will not be accepted as a supporting statement but may also be included)**

REFERENCES

**Please give the details of two referees who can verify your employment record and give information about your suitability for this post. References must include one current and one previous employer. If you have worked for one employer, for your second reference please select someone who can comment on your ability to meet the requirements of the role. If you have not been in paid employment, one reference must be from a School/College/University and one from someone who can comment on your ability to meet the requirements of the role.**

**1. Please tick this box if you do not wish us to seek your references prior to interview**

|  |  |
| --- | --- |
| Name:  Job Title:  Address:  Tel:  Fax Number:  Email Address: | Name:  Job Title:  Address:  Tel:  Fax Number:  Email Address: |

DISCLOSURE OF CRIMINAL RECORD

All candidates for posts which give them access to children or young people are required under the Rehabilitation of Offenders (Jersey) Law 2001, if offered an appointment, to disclose details of all previous convictions. Disclosure of any criminal conviction(s) will not necessarily debar you from employment with DWCT - this would depend on the nature of the offence(s) and their relevance to this appointment.

**Failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record.** Some employment offered by DWCT will be subject to completion of a DBS and a receipt by of a satisfactory Disclosure certificate.

Please answer the following questions:

**“Do you have any unspent convictions, cautions, reprimands or warnings?”**

Yes No

ASSOCIATION WITH DURRELL WILDLIFE CONSERVATION TRUST

Have you been employed (either in a paid or unpaid capacity) by DWCT before?

If yes, please give details (dates, role etc.):

HOW DID YOU HEAR ABOUT US?

To help us monitor our advertising, please state where you first saw this post advertised:

PLEASE READ THE FOLLOWING DECLARATION CAREFULLY BEFORE SIGNING THIS FORM

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that DWCT reserves the right to seek verification of any information provided. I understand that if it is discovered that I have given false information I may be dismissed from DWCT’s employment. I suffer no legal impediment to taking up appointment.

DWCT complies with the Data Protection (Jersey) Law 2018. DWCT will store your details for a retention period of 6 months and your personal information will be deleted automatically once the data retention period is reached.

I agree to DWCT using the information contained in this form for the proper administration of the recruitment process and should I be successful I agree that the information will be used as part of the employment relationship.

**Signature**.................................................................... **Date**.............................................….........

**Name (Print)**...............................................................…………….……………………………….........

*‘Until we consider animal life to be worthy of the consideration and reverence we bestow upon old books and pictures and historic monuments, there will always be the animal refugee living a precarious life on the edge of extermination, dependant for existence on the charity of a few human beings.’* **Gerald Durrell**