

**APPLICATION FOR EMPLOYMENT**



Application No \_\_\_\_\_ *(for SWT office use)*

**Declaration:** the information contained in this form will be used for the purpose of recruitment and selection only. It will be retained and destroyed six months after the closing date.

If you **do not** wish your information to be kept on file for six months please tick this box.

If you are the successful candidate this information will form part of your employment record.

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 is correct.

Signed:

Date:

**Both manual and electronic signatures are acceptable.**

**CONTACT DETAILS**

**Title:**

**Surname:**

**Forenames:**

**Address:**

**Day time phone:**

**Evening phone:**

**E-Mail address:**

**Criminal Record:** Ex offenders will be considered solely on their merits and suitability for the specific role. Suitability includes the requirement of legislation, where relevant to the role and the offence.

Please give details below of any unspent convictions and cautions in accordance with the Rehabilitation of Offenders Act Order 1975 (Northern Ireland) 1979.

If not applicable please mark N/A below.

**APPLICATION FORM**

Application No \_\_\_\_\_ (for SWT office use)

Post Applied For: \_\_\_\_\_

<p><b><u>PERSONAL DETAILS</u></b></p> <p><b>Do you hold a full, current UK Driving Licence</b></p> <p><b>Have you held it for more than 2 years</b></p> <p><b>Are you eligible to work in the UK</b></p> <p><b>Notice Period</b> _____</p>
<p><b>Where did you learn of this vacancy ie specific website/newspaper/word of mouth etc?</b></p> <p>.....</p>

**EDUCATION/QUALIFICATIONS RELEVANT TO THIS POST**

Subject	Level of Qualification

**PROFESSIONAL QUALIFICATIONS**

Subject	Level of Qualification

**COURSES/SPECIALISED TRAINING ATTENDED**

Subject	Level of training

**EMPLOYMENT HISTORY**

Details of all positions held, including voluntary positions starting with your current or most recent employer (continue on separate sheet if necessary).

Employer's name & address	Position/achievements, responsibilities, status eg full-time, temp or voluntary	Length of employment, reasons for leaving and final salary

**COMPUTER SKILLS**

Please list all computer software/systems experience and describe level of skill/knowledge

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

With specific reference to the job description enclosed, please supply further information, experience and achievements relating to the position and state what attracts you to this post. *(continue on separate sheet if necessary)*

**PREVIOUS POSITIONS APPLIED FOR WITH THE TRUST AND INTERVIEWS ATTENDED (IF APPLICABLE)**

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**REFERENCES**

Please provide the names and addresses of two persons willing to act as referees on your behalf, one of whom should be your present or last employer. You should be aware that references may be sought as part of the selection process (i.e. before any offer of employment is made) therefore please include and indicate which referee you would wish us to contact at that stage. If your application is internal, please provide one referee who is not an employee of SWT.

Name	Contact details: Address, email and telephone number	Capacity and time period in which he/she has known you



# Equal opportunities monitoring form



**Unique identification number:**  
(For office use only)

The Scottish Wildlife trust are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The information you provide is not made available to any selector of interview candidates. All candidates are judged by ability. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

## Age

- Prefer not to say
- School age
- Over school age - 17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 70+

## Disability

Do you have a disability?

- Prefer not to say
- Yes, I am aware I have a disability
- No, I don't have a disability
- As far as I am aware, I don't have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**Ethnicity**

Prefer not to say

Asian or Asian British

Bangladeshi

Indian

Pakistani

Other Asian background (Please specify \_\_\_\_\_)

Black or Black British

African

Caribbean

Other Black background (Please specify \_\_\_\_\_)

Chinese and other groups

Chinese

Other ethnic group (Please specify \_\_\_\_\_)

Mixed race

White and Asian

White and Black African

White and Caribbean

Other Mixed background (Please specify \_\_\_\_\_)

White

British

Irish

Other White background (Please specify \_\_\_\_\_)

**Religion or belief**

Prefer not to say

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other (Please specify \_\_\_\_\_)

No religion

**Gender**

Prefer not to say

Male

Female

**Sexual orientation**

Prefer not to say

Lesbian

Gay man

- Bisexual
- Heterosexual/straight

**Data protection statement**

Data Controller name: Scottish Wildlife Trust

The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants found [here](#).

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting [recruitment@scottishwildlifetrust.org.uk](mailto:recruitment@scottishwildlifetrust.org.uk)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

please return by email to [recruitment@swt.org.uk](mailto:recruitment@swt.org.uk); or by post to:  
Human Resources Department  
Harbourside House  
110 Commercial Street  
Edinburgh  
EH6 6NF