**Application Form**

**All information provided will be strictly confidential**

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| Job Title | **Landscape Conservation Area Assistant South West** |
| Reference | **LCAASW3** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Are you eligible to work in the UK?  (evidence will be requested at interview) |  |

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| **Essential Skills**  Please outline what experience you have to meet the following Essential Skills for this post. (**Max 120 words/skill**)) | |
| 1. Detail your experience in the compilation and implementation of reserve management plans and/or site business plans, including the annual review process. | Click or tap here to enter text. |
| 2. Detail your experience in practical land management for conservation. | Click or tap here to enter text. |
| 3. What certificates / experience do you have for practical tasks e.g Chainsaw, Brushcutter Tractor, chemical application, or other. | Click or tap here to enter text. |
| 4. Detail your experience in the development and implementation of appropriate health and safety risk assessments for practical conservation work. | Click or tap here to enter text. |
| 5. Describe your approach to managing teams of volunteers to undertake reserve management. | Click or tap here to enter text. |
| 6. Detail your experience with habitat and species monitoring. | Click or tap here to enter text. |
| 7. Detail your experience in the compilation, implementation and monitoring of projects. | Click or tap here to enter text. |
| 8. Detail your approach to work prioritisation, work schedules and work rotas. | Click or tap here to enter text. |
| 9. From your point of view, describe the term ‘Landscape Conservation’ and how partnership working plays a role in this. | Click or tap here to enter text. |
| 10. Do you have a full driving lience and daily access to a vehicle? | Click or tap here to enter text. |
| 11. Flexibility – willingness and ability to interchange working days, work occasional weekends, bank holidays and some evenings? |  |

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| **Employment History**  Please begin with details of your most recent employer and add/expand the boxes as necessary | | | |
| **Employer, job title and dates of employment** | **Key responsibilities** | **Salary** | **Reason for leaving** |
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Please confirm your current notice period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Education/Training**  Please begin with most recently attended and add/expand the boxes as necessary | | |
| **Place of study** | **Subject(s) studied** | **Qualifications** |
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| **References**  Please provide details of two referees, one of which must be your current or most recent employer. You must have been employed by these referees within the last 5 years. If you are unable to provide details of two employers/ managers from within the last 5 years then please provide details of an educational or personal referee. We will only approach referees if you are successful at the interview stage and will contact you before we approach your chosen referees. | | |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone number |  |  |
| Email |  |  |
| Relationship to you |  |  |
| Dates covered |  |  |

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| **Please tell us where you saw the post advertised:** | | | |
|  | Essex Wildlife Trust website |  | Environment Job |
|  | Wildlife Trust website |  | Environment Jobs |
|  | Newsletter |  | Charity Job |
|  | Staff email |  | Countryside Jobs |
|  | Indeed |  | Facebook |
|  | Linked In |  | Twitter |
|  | Jora |  | Glassdoor |
|  | National press Please state: |  | Local press  Please state: |
|  | Visitor Centre Please state: |  | Other Please state: |

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| **Declaration**  All applications will be anonymised before they are sent for shortlisting. Unsuccessful applications will be securely kept electronically for 6 months to enable feedback and statistical collation and re-use should the post become available again, after which point they will be confidentially destroyed. Successful applications will be held securely with the HR team on the individual’s electronic personnel folder as outlined in the data retention policy and Employee Privacy Statement. If you would like copies of these or do not wish your data to be held as outlined, please contact the address below.  By signing below, I hereby give my consent for Essex Wildlife Trust to process the information supplied in my application for the purpose of recruitment, selection and if successful, employment. I declare that the information that I have provided is complete and correct. I understand that any false, incomplete or misleading statements or intentionally withholding information may mean that my application is rejected or employment is terminated. |

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| **Signed** |  |
| **Date** |  |

**Please save your application as a Word file, named with your full name and job title for the role for which you are applying, so that your application can be anonymised before shortlisting and send this to** [**jobs@essexwt.org.uk**](mailto:jobs@essexwt.org.uk)