



Guidance Notes For Completing Your Application Form

We receive many applications for vacant posts. To give applicants the best possible chance of demonstrating their suitability for the job, we have created these guidance notes to help candidates fill in a successful application form. Please read these guidance notes before completing the application form.

- i) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Person Specification and which are regarded as essential in order to work effectively in post.
- ii) Your application form should provide us with as much relevant information as possible. You should not assume that the interviewer will be familiar with the type of work/activities you have experienced in the past and therefore you should provide detailed information.
- iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.
- iv) Section 6 of the form asks for relevant training and qualifications. We do not necessarily need a full account of your education here but please mention qualifications and/or training which are necessary or relevant (if any) to the job.
- v) In Section 12 please tell us briefly why you feel you would be the best person for the job, ensuring your answer shows that you fulfill the Person Specification section of the Job Description supplied. Please also tell us what it is about the role that attracts you.
- vi) To apply for the position you must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job. A CV will be considered as an expression of interest in the role but will not be considered an application.
- vii) Please read our Privacy Statement for Applicants which can be found on our website; <https://www.wildlifefundraising.org/about-wildlife-fundraising/> We are strongly committed to protecting personal data and this policy is designed inform you how we gather, use, disclose, and manage the data you provide us with.

Good luck with your application and thank you for your interest in working for Wildlife Fundraising (Central) Ltd



Application Form

Please complete all sections of the form below and post to:
Wildlife Fundraising (Central) Ltd Recruitment, Meadow Farm, Blackthorn, Bicester, OX25 1TW
Or email to: HR@wildlifefundraising.org using your name and 'WFL' in the filename for the attachment.

If you have any queries or would like to chat about the role please call on 0333 3207 273 or email as above.

Post applied for: Face to Face Charity Fundraiser

1. Personal Details

Title:

First Name:

Last Name:

Email:

Address:

Postcode:

Contact no:

I declare by submitting this form that all information given is, to the best of my knowledge true and complete. I understand that if I submit any information that I know is false, or if I withhold any relevant information, this may lead to rejection of my application or if I have already been appointed, my dismissal.

Signed:

Date:

(Please type name if submitting by email to confirm your declaration.)

2. Recruitment Monitoring

How and where did you learn of this vacancy? Please include name of publication/ website.

3. Tax information

I am a student and will remain a student up until the next 5 April. I will be working solely during the holidays and my total income (excluding scholarships and educational grants) is likely to be less than £7,475.

Does the above statement apply to you?



7. Driving Licence

Do you have a current UK-Valid Driving Licence?

Please give details of any current endorsements:

Do you have access to a motorised vehicle available for business use?

8. Eligibility to work in the UK

All candidates will be asked to provide proof that they are eligible to work in the UK e.g. passport

Do you need a work permit to work in the UK?

If you need a work permit you will need to provide it before starting work.

9. References

Please give details of two people, unrelated to you, to approach for references. The first should be your most recent employer, line manager or tutor. The second should be someone able to comment on your work abilities.

Name:

Position:

Relationship to you:

Address:

Postcode:

Telephone Number:

Email:

May we contact your reference before interview?

Name:

Position:

Relationship to you:

Address:

Postcode:

Telephone Number:

Email:

May we contact your reference before interview?

10. Interested Parties

In accordance with our Equal Opportunities Policy and to ensure unbiased selection, if you have any close friends or relatives currently employed by the organisation, please detail below:

Name(s):

11. Unspent Criminal Convictions

Please give details of any unspent convictions. Where the nature of the offence has relevance to the role applied for, the suitability of the candidate will be considered in this context.



12. Additional Information

Before completing this section please read the person specification section of the Job Description then briefly tell us, by giving relevant details of your experience, skills and knowledge, how you meet the requirements and why you are interested in applying for the position.