**A picture containing drawing

Description automatically generated**

**Application Form**

**All information provided will be strictly confidential**

Thank you for your application. Please ensure you outline clearly how your skills reflect those in the job description and person specification.

**Please also send a copy of your portfolio as a PDF or link to a website with your application.**

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| --- | --- |
| Job Title |  |
| Reference |  |
| 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. Proven experience delivering design projects in a design studio or in-house design team. | Click or tap here to enter text. |
| 2. Experience of delivering both large and small design projects from conception to finish, for print and digital materials. | Click or tap here to enter text. |
| 3. Expertise with key design software packages, including Adobe Creative Cloud, incorporating InDesign, Photoshop and Illustrator. | Click or tap here to enter text. |
| 4. Creative and enthusiastic, with the ability to bring creative ideas to the table and turn design briefs into inspirational and mobilising pieces of work. | Click or tap here to enter text. |
| 5. Good communication skills both written and verbal, adapting style to suit the audience. | Click or tap here to enter text. |
| 6. Confident and creative illustrator. | Click or tap here to enter text. |
| 7. Effective at prioritising, organisation, planning and scheduling activities and resources to ensure deadlines are met. | Click or tap here to enter text. |
| 8. Great attention to detail and ensures high standards are achieved with a consistent and high-quality approach and a strong emphasis on the importance of brand. | Click or tap here to enter text. |
| 9. Working well on your own initiative and within a team. | Click or tap here to enter text. |
| 10. Interest and passion to work for a nature conservation charity. | Click or tap here to enter text. |

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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 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 also send a copy of your portfolio as a PDF or link to a website with your application.**

**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)