**A picture containing drawing

Description automatically generated**

**Application Form**

**All information provided will be strictly confidential**

Thank you for your application.

Please note at Essex Wildlife Trust we actively encourage a diverse workforce.

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

|  |  |
| --- | --- |
| Job Title | Wilder Learning Officer |
| Reference | HanLan22WLO |
| 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. Experience of providing education in an outdoor setting for a range of ages and abilities. | Click or tap here to enter text. |
| 2. Forest School level 3 trained: able to plan and deliver Forest School sessions for different groups. | Click or tap here to enter text. |
| 3.Proven experience of planning, promoting and delivering engaging events. | Click or tap here to enter text. |
| 4.Understanding of financial viability of work and ability to work profitably | Click or tap here to enter text. |
| 5.Sound I.T. skills with good knowledge of Microsoft Office and associated software as well as use of social media for promotion. | Click or tap here to enter text. |
| 6.Why is inclusion and diversity important to you? | Click or tap here to enter text. |
| 7. Evidence of being organised and proactive with a flexible approach to managing workload. |  |
| 8. Understanding of safe guarding and Health and safety procedures. |  |
| 9. Knowledge of wildlife – with examples of areas of strength.  An interest in working for a charity which is determined to protect wildlife for the future and for the people of Essex. |  |
| Flexibility – willingness and ability to work alternate weekends as a minimum, also bank holidays and some evenings.  Able to drive and have a current full UK driving licence with use of your own vehicle or to be mobile in order to carry out duties | Yes/No  Yes/No |

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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 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)