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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.

|  |  |
| --- | --- |
| 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.Degree or HND in Conservation, Biology or similarly related discipline and/or experience in making land management decisions to benefit wildlife and people. |  |
| 2.Qualifications: NPTC/LANTRA certification for tractor, chainsaw, brushcutter and tree inspection? |  |
| 3. Provide examples to demonstrate your experience of grassland and woodland conservation habitat management. | Click or tap here to enter text. |
| 4. Give an example of when you have had to speak to a member of public about a contentious issue -how did this make you feel and how did you resolve it? | Click or tap here to enter text. |
| 5. Detail your experience of managing a team of volunteers to undertake reserve management. | Click or tap here to enter text. |
| 6. Demonstrate experience of taking responsibility for own actions and making decisions without referring to others. | Click or tap here to enter text. |
| 7. Give an example of when data or evidence changed the delivery of a conservation project you had been involved with? | Click or tap here to enter text. |
| 8. 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. |
| 9. Demonstrate a practical understanding of agri-environment schemes, such as Higher Level Stewardship and/or Countryside Stewardship, and their implementation on the ground. |  |
| 10. Evidence an understanding of wildlife and other land-based legislation, including SSSI condition management. |  |
| 11. Detail your experience of ecological surveying or monitoring. | Click or tap here to enter text. |
| 12. Provide an example of delivering an innovative visitor experience through events and infrastructure. | Click or tap here to enter text. |
| 13. Evidence your ability to engage with visitors/members of the public to ensure EWT’s message is being well communicated. | Click or tap here to enter text. |
| 14. Proven IT skills in Microsoft Office, particularly Word, Excel and Outlook, and proficient in the use of social media platforms | Click or tap here to enter text. |
| 15. Can you drive and do you have a current full UK driving licence?  At a minimum, can you work alternate weekends? | 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** | **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)