Logo

Description automatically generatedApplication Form  
**Private and Confidential**

Please complete your application form as fully as possible. The information you provide will be assessed against the job description for the role you are applying for. The information given in this application will be treated in the strictest confidence and will only be used for lawful purposes in accordance with the General Data Protection Regulation.

**Essex Wildlife Trust Privacy Notice & Data Protection Policy**  
  
Essex Wildlife Trust (“the Trust”) is a data controller and is registered with the Information Commissioner’s Office (registration number: Z356243X). The Trust may process any personal data about you, including sensitive personal data, which will be used for the purposes of recruitment and employment, in accordance with the Trust’s ​Privacy Notice and Data Protection Policy [essexwt.org.uk/privacy-policy](https://www.essexwt.org.uk/privacy-policy).

**Vacancy Details**

Post Applied for: Wilder Communiy Organiser

Where did you hear about this vacancy: Click here to enter text.

Do you have existing connections within the Trust: Click here to enter text.

What is your current notice period: Click here to enter text.

Are you applying for the role based in North or South Essex (or both): Click here to enter text.

**Your Details**

Title: Click here to enter text.

Full name: Click here to enter text.

Full address: Click here to enter text.

Email address: Click here to enter text.

Contact phone number: Click here to enter text.

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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. Sound knowledge and understanding of urban wildlife, species id, wildlife gardening and green infrastructure. | Click here to enter text. |
| 2. A passion for wildlife and conservation and an awareness of the key challenges facing nature conservation and the charities sector. | Click here to enter text. |
| 3. Experience working with communities or volunteer groups to develop projects, create change and deliver outcomes. | Click here to enter text. |
| 4. Ability to identify common issues and key barriers facing community and voluntary groups. | Click here to enter text. |
| 5. Experience of running and facilitating community and voluntary group events and activities. | Click here to enter text. |
| 6. An understanding of the principles and practices that underpin effective community organising. | Click here to enter text. |
| 7. Excellent communication skills that establish positive connections, build relationships and influence a range of audiences. | Click here to enter text. |
| 8. Proactive and enthusiastic with a willingness to take personal responsibility to achieve set goals. | Click here to enter text. |
| 9. An awareness of safeguarding practices. | Click here to enter text. |
| 10. Please outline how you feel the way you work matches the values of Essex Wildlife Trust providing examples? | Click here to enter text. |
| 11. Computer literacy skills and competence using the Microsoft Office suite and other presentation software. | Click here to enter text. |
| 12. Full UK Driving license and use of a vehicle. | Click here to enter text. |

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| **Employment History**  Please begin with your most recent employer | | |
| **Employer, job title and dates of employment** | **Key responsibilities** | **Reason for leaving** |
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| **Education/Training**  Please begin with most recently attended | | |
| **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 five years. If you are unable to provide details of two employers/ managers from within the last five 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.

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| Referee one: Click or tap here to enter text.  Relationship to referee: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone number:Click or tap here to enter text.  Email address: Click or tap here to enter text. | Referee two: Click or tap here to enter text.  Relationship to referee: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone number:Click or tap here to enter text.  Email address: Click or tap here to enter text. |

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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 jobs@essexwt.org.uk  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. |

Sign: Click or tap here to enter text.

Date: Click or tap here to enter text.

Please save your application as a Word.doc file named as your full name and the job title of the role for which you are applying for and email to [jobs@essexwt.org.uk](mailto:jobs@essexwt.org.uk). Please note, the Trust operates a blind recruitment process and your application form will be anonymised before shortlisting.

**Diversity Monitoring Form**

Essex Wildlife Trust is committed to ensuring a fair recruitment process that offers equal opportunities for all. We have created the following optional survey to help us to report on some aspects of diversity from applicants to our job roles. The completion of this form is voluntary and the information you supply will be confidential. The survey asks questions about protected characteristics that are covered under the Equality Act 2010. It also asks questions about socio-economic status to help us monitor social mobility.  
  
The completion of this form is anonymous and the information you supply will be kept confidential in line with data protection legislation. The logged information will be collated with the information provided by other applicants to get baseline anonymised data.   
  
[The survey can be found via this link.](https://forms.office.com/r/Rs15rLxfmf)