Application 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: Ranger at Abberton Reservoir

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.

**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. (**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.. | Click here to enter text. |
| 2. Provide examples to demonstrate  your experience of grassland and woodland conservation habitat management, including conservation grazing. | Click here to enter text. |
| 3. Give an example of when you have had to speak to a member of public about a contentious issue - how did you resolve it? | Click here to enter text. |
| 4. Detail your experience of working with and/or managing a team of volunteers to undertake reserve management. | Click here to enter text. |
| 5. Detail your experience in the development and implementation of appropriate health and safety risk assessments for practical conservation work.  | Click here to enter text. |
| 6. Evidence an understanding of wildlife and other land-based legislation, including SSSI condition management.   | Click here to enter text. |
| 7. Detail your experience of ecological surveying or monitoring.              | Click here to enter text. |
| 8. Evidence your ability to engage with visitors/members of the public on wildlife management               | Click here to enter text. |
| 9. Can you drive and do you hold a current full UK driving licence?          | 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** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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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 here to enter text.Relationship to referee: Click here to enter text.Address: Click here to enter text.Telephone number: Click here to enter text.Email address: Click here to enter text. | Referee two: Click here to enter text.Relationship to referee: Click here to enter text.Address: Click here to enter text.Telephone number: Click here to enter text.Email address: Click 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.ukBy 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 here to enter text.

Date: Click 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. 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)