

Application for Species Recovery Engagement Officer

Please complete the form in full and return to Paula Turner paula.turner@northwt.org.uk.
If you have not done so already, please ensure you have read the Job Information Pack.

- Deadline for all applications is 9:00am on **25 September 2023** – applications received after this date will not be considered.
- Interviews will take place on the 5th October 2023.
- We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.
- If you require any further information, please contact Duncan Hutt on 0191 284 6884.

Personal Details:

Name:

Preferred pronouns:

Address:

Contact Telephone Number:

Email Address:

Employment History:

(Please begin with your current / most recent employer. Please include any voluntary positions within this section. Please extend the text box as needed).

Start/Finish (month/year)	Employer	Position / Role / Duties	Reason for leaving and final salary

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Education History:

Please begin with your most recent qualifications. Please extend the text box as needed.

Start/Finish (month/year)	School / College / University	Qualifications and Grade

Professional Development:

Please tell us about any professional memberships, qualifications and training relevant to the position you are applying for. Please extend the text box as needed.

Date	Membership / Qualification / Training etc.

Personal Interests:

Do you hold a current UK driving licence?

Do you have access to a vehicle to use for work? (Mileage is recoverable)

How did you find out about this vacancy?

References:

Please provide two referees who can be contacted regarding your suitability for the role, should you be offered it. Please note that one should include your current / most recent employer or place of work – we will not seek references unless a job offer has been made.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship / Position:	Relationship / Position:

Additional Information:

Please use this box to demonstrate how your skills and experience meet the person specification for the job. Please extend this box up to a maximum of four pages.

Declarations Statement:

This form must be completed in full by all applicants for posts with Northumberland Wildlife Trust Limited.

Species Recovery Engagement Officer, 2023

Name of Applicant:

Unspent Convictions:

Please tick the appropriate box below and provide brief details of any unspent convictions you may have. If you have any unspent convictions you may be asked to provide further details before interview.

You should note that having a criminal record is not necessarily a bar to employment with Northumberland Wildlife Trust. The Trust's policy on the Recruitment of Ex-offenders is available by contacting the Trust office on 0191 284 6884.

The Trust has policies on the Management of Data and the Recruitment of Staff. All data received as part of the recruitment process is treated sensitively and appropriately in the light of these policies. Copies of these policies are also available on request from the Trust Office.

I declare that I have no unspent convictions

I declare that I have one or more unspent convictions
(Please give brief details below)

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Right to Work in the UK:

The Trust is obliged to ensure that its employees are entitled to work in the UK. All shortlisted candidates will be asked to provide original documentary evidence of their right to work in the UK at interview (passport or driving licence for example).

Further details of the other appropriate forms of evidence acceptable are set out on the Home Office website at www.homeoffice.gov.uk.

Please sign the declaration at the foot of this page.

I declare that I have the right to work in the UK and that the statements I have made on the application and declarations documents are true and accurate.

Sign and date:

Equal Opportunities Monitoring:

At Northumberland Wildlife Trust, we want to meet the aims and commitments set out in our Equality, Diversity and Inclusion Policy. We want to make sure that our recruitment process is in line with the Equality Act 2010 ensuring that there is no discrimination towards people because of age, disability, gender, sex, sexual orientation, race, religion or belief, marriage or civil partnership, pregnancy and maternity.

By filling in this form you will be helping us monitor levels of diversity which means we will know whether our Equality, Diversity and Inclusion Policy is making the impact we want it to.

Ethnicity Monitoring

How would you describe yourself? Choose ONE section from A to G, and then tick the appropriate box

- A Arab
- B Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other preferred description, please write in box
- C Black, African, Caribbean, Black British
 Caribbean
 African
 British
 Any other preferred description, please write in box
- D Latin/South/Central American
- E Mixed/Multiple ethnic groups
 White and Black Caribbean
 White and Black African
 White and Asian
 White and Latin/South/Central American
 Any other preferred description, please write in box
- F White
 English
 Scottish
 Welsh
 Northern Irish
 British
 Irish
 Gypsy or Roma Communities
 Any other preferred description, please write in box
- G Prefer not to say

Disability Monitoring

Do you consider yourself to have a specific learning disability, other disability, impairment or long term health condition?

Yes No Don't know Prefer not to say

What is the effect or impact of your disability or condition?

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Gender

Would you describe yourself as: Male Female Non Binary Intersex Prefer not to say

Prefer to self describe (please describe)

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

Sexual Orientation

Which of the following best describes your sexual orientation?

Bi/Bisexual Gay Heterosexual/Straight Lesbian Pansexual Undecided

Prefer not to say Other (please describe):

Religion and Belief

Which of the following best describes your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say Other (please describe):

Socio-economic

Do you self-identify as coming from an economically disadvantaged background?

Yes No Prefer not to say

Age

What is your date of birth?

Would prefer not to provide this information

Working Pattern

What is your working pattern?

- Full-time Part-time Prefer not to say

Caring Responsibilities

Do you have any caring responsibilities?

- None
 Primary carer of a child/children (under 18)
 Primary carer of child/children with a disability
 Primary carer of an adult with a disability (18 and over)
 Primary carer of an older person
 Secondary carer (another person carries out the main caring role)
 Prefer not to say

Thank you for taking the time to complete the Equal Opportunities Monitoring Information.

END OF APPLICATION

