

Application for Café Assistant at The Lookout Cafe

Please complete the form in full and return to Stephanie Craig. stephanie.craig@northwt.org.uk
If you have not done so already, please ensure you have read the Job Information Pack.

- Deadline for all applications – 15th August 2025, applications received after this date will not be considered.
- 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 Stephanie Craig on 0191 284 6884.

Personal Details:

Name:

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:

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Do you hold a current UK driving licence?

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

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How did you find out about this vacancy?

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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:

All applicants for posts with Northumberland Wildlife Trust Limited must complete this form in full.

Café Assistant, The Lookout Café Hauxley
July 2025

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:

Northumberland Wildlife Trust recognises the importance of Equal Opportunities in all its activities and undertakings. We are committed to ensuring within the framework of the law that our recruitment processes and workplaces are free from unlawful or unfair discrimination on the grounds of, including but not limited to, gender, colour, race, nationality, ethnic or national origin, sexual orientation, gender reassignment, age, religion or belief, marital or civil partnership status or disability.

Please support these aims by completing the form below, which will be used to monitor our performance and practices as an Equal Opportunities employer.

Selection for employment will be on the basis of aptitude and ability alone and the information below will not form part of the selection process. The information will be collated separately from the selection process.

Ethnicity Monitoring

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

- A White
 ☐ British
 ☐ Irish
 ☐ Scottish
 ☐ English
 ☐ Welsh
 Any other White background, please write in box

- B Mixed Heritage
 ☐ White and Black Caribbean
 ☐ White and Black African
 ☐ White and Asian
 Any other Mixed background, please write in box

- C Asian or Asian British
 ☐ Indian
 ☐ Pakistani
 ☐ Bangladeshi
 Any other Asian background, please write in box

- D Black or Black British
 ☐ Caribbean
 ☐ African
 Any other Black background, please write in box

Continued on the next page...

E Chinese or other ethnic group

☐ Chinese

Any other, please write in box

F ☐ Would prefer not to provide this information

Disability Monitoring

Do you consider yourself to have a disability or long term health condition?

☐ Yes

☐ No

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

☐ Would prefer not to provide this information

Gender Monitoring

Would you describe yourself as: ☐ Male ☐ Female ☐ Prefer not to say

Age Monitoring

What is your date of birth?

☐ Would prefer not to provide this information

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

END OF APPLICATION FORM

