Northumberland Wildlife Trust

(0191) 284 6884
mail@northwt.org.uk
nwt.org.uk

Job Title: RSRN Project Assistant

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

- The deadline for all applications is 9.00 am on **16th November 2026** – applications received after this date will not be considered.
- Interviews will take place on the 14th December 2026 at our main office in Gosforth, Newcastle-upon-Tyne.
- 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 Michael Johnson or Tash Hemsley 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

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.

WORK EXPERIENCE - Please describe how your work experience makes you a suitable candidate for this role:

*You should refer to the **job role, main duties** and **key responsibilities** set out in the Information Pack. Please enter text as needed:*

KNOWLEDGE, SKILLS and ATTRIBUTES - Please describe your knowledge, skills and attributes that make you a suitable candidate for this role:

*You should refer to the **Person Specification Knowledge, Skills and Attributes** section of the Information Pack. Please enter text as needed:*

Additional information:

Please use this box to tell us why you want this job.

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:

Declarations Statement:

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

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: Name: