Heart Of England Forest

Recruitment Application Form

Please return completed applications by email to: [jobs@heartofenglandforest.org](mailto:jobs@heartofenglandforest.org)

Please mark in the subject line: “Job application – CONFIDENTIAL – [Job Title]”

|  |  |
| --- | --- |
| **Post applied for**: |  |

**1. Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name: |  | | Surname: |  | |
| Address: |  | | | | |
| Postcode: |  | | | | |
| Email address: |  | | | | |
| Contact telephone number: | |  | | | |
| Do you have the right to work in the UK? | | | Yes | No | |
| Do you have a full driving licence? (Valid in the UK) | | | Yes | No | Clean? |

**2. References**

Please give the names and contact details of two referees; at least one of whom should be your current or most recent employer (including any voluntary work undertaken). **References will only be taken up at the stage of a role offer.**

|  |  |
| --- | --- |
| **Referee 1** |  |
| Name: |  |
| Organisation: |  |
| Relationship to applicant: |  |
| Telephone number: |  |
| Email address: |  |
| **Referee 2** |  |
| Name: |  |
| Organisation: |  |
| Relationship to applicant: |  |
| Telephone number: |  |
| Email address: |  |

**3. Work Experience** (please list details of your employment history and voluntary experience starting with your current or most recent role).

|  |  |  |  |
| --- | --- | --- | --- |
| Date from |  | Date to |  |
| Organisation |  | | |
| Job title |  | | |
| Brief description of responsibilities |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date from |  | Date to |  |
| Organisation |  | | |
| Job title |  | | |
| Brief description of responsibilities |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date from |  | Date to |  |
| Organisation |  | | |
| Job title |  | | |
| Brief description of responsibilities |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date from |  | Date to |  |
| Organisation |  | | |
| Job title |  | | |
| Brief description of responsibilities |  | | |

Please tick if you have used additional pages at the end of you application.

**4. Education and Training** (please list details of your education and relevant training starting with the **most recent**). Please include any formal, vocational and relevant internal and external training.

|  |  |  |
| --- | --- | --- |
| Date | Name of training or learning provider | Title of course(s) and grade(s) |
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**5. Supporting Statement**

**Important:** This section will be used to **score your application when shortlisting**.

This is your opportunity to tell us what makes you stand out from other candidates. Please refer to the job description and provide relevant experience and skills against the essential and desirable criteria in the **person specification**. Please give examples to demonstrate how you meet each of these points.

Please also include any other information relating to any other relevant unpaid experience that you may have e.g. work experience, volunteering or community involvement.

**Top Tip:** We recommend you write your supporting statement in another document first to check for any spelling or grammar errors, and then copy it onto this form.

Write your statement here (please delete)

**6. Disability Confident**

The Heart of England Forest guarantees an interview to any applicant with a disability who meets the **Essential Criteria** of the Person Specification. If you have a physical, sensory or mental impairment or health condition which has a substantial or long-term effect on your ability to carry out normal day to day activities, **please indicate whether you are you claiming an interview under this scheme**:

Yes  No

|  |
| --- |
| Please give details of any arrangements or facilities you require to enable you to attend an interview (e.g. sign language interpreter, level access etc.): |
|  |

**7. Criminal Record Disclosure**

We recognise the contribution that people with criminal records can make as employees and welcome applications from them. If you are successful for interview, you may be asked to complete a criminal disclosure form. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. Any information given will be treated in the strictest confidence.  
  
The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. For some positions, applicants will be required to undergo screening appropriate to the post, including checks with past employers and / or an enhanced DBS disclosure.

**Checklist**

Before submitting your application, please check and confirm you have completed the following.

Contact Details

References

Work Experience

Education and Training

Supporting Statement

Disability Confident

Equality and Diversity Monitoring Form (separate document)

**Declaration:**

**The information that I have given in this application form is correct to the best of my knowledge.** *Making false statements in this application will jeopardise any future employment with the Heart of England Forest.*

Please mark here to confirm you agree with the above statement, then enter your full name and the date below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

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If this is not possible, please return them by mail to: Jobs, Heart of England Forest, Colletts Farm Office, Dorsington, Stratford-upon-Avon, Warwickshire, CV37 8AU.

**Additional Information**

Please use this space to continue your employment or education information if required.