**APPLICATION FORM FERNE ANIMAL SANCTUARY**

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| **Application for employment** | | | | | | | | | | | | | | | | | | | | |
| The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form.  Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, all information that we hold concerning you as an individual will be held and processed by Ferne Animal Sanctuary strictly in accordance with the provisions of the General Data Protection Regulation and the Data Protection Act 2018.  Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses. | | | | | | | | | | | | | | | | | | | | |
| **Personal information (confidential)** | | | | | | | | | | | | | | | | | | | | |
| **Post title:** | | | | | | | | | | | | | | | | | | | | |
| **How did you hear about the vacancy?** | | | | | | | | | | | | | | | | | | | | |
| **1. Personal details** | | | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | |
| Contact details:  (Please tick preferred contact method – calls to business numbers will be made discreetly.) | | | | | | | | | | | | | | | | | | | | |
| Email: | | |  | | | | | | | | | | | | | | | | | |
| Telephone Home: | | |  | | | | | | | | | | | | | | | | | |
| Telephone Work: | | |  | | | | | | | | | | | | | | | | | |
| Mobile: | | |  | | | | | | | | | | | | | | | | | |
| **2. General** | | | | | | | | | | | | | | | | | | | | |
| Do you hold a current driving licence? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| Is it a full/provisional/HGV/PCV licence? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| Is your driving licence free of endorsements? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).) | | | | | | | | | | | | | | | | | | | | |
| If the job requires it (delete as appropriate) | | | | | | | | | | | | | | | | | | | | |
| 1 Will you relocate? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| 2. Are you willing to travel? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| Are there any adjustments that may be required to be made should you be invited for interview?  If yes, please give details: | | | | | | | | | | | | | | | | | | | | |
| Please indicate overleaf two people who can provide references – one of whom should must be your present/most recent employer. | | | | | | | | | | | | | | | | | | | | |
| 1. Name: | |  | | | | | 2. Name: | | |  | | | | | | | | | | |
| Address: | |  | | | | | Address: | | |  | | | | | | | | | | |
| Tel. no.: | |  | | | | | Tel. no.: | | |  | | | | | | | | | | |
| Email: | |  | | | | | Email: | | |  | | | | | | | | | | |
| Occupation: | |  | | | | | Occupation: | | |  | | | | | | | | | | |
| I give/do not give permission to take up my reference prior to an offer of employment being made. (Please delete as appropriate) | | | | | | | | | | | | | | | | | | | | |
| **3. Employment history** | | | | | | | | | | | | | | | | | | | | |
| **Current employment.**  Please give details of your employment history, starting with the most recent. Please explain any significant gaps in your employment history. Please use an additional sheet if required. | | | | | | | | | | | | | | | | | | | | |
| Job Title: | | | | |  | | | | | | | | | | | | | | | |
| Name of Employer: | | | | |  | | | | | | | | | | | | | | | |
| Address of Employer: | | | | |  | | | | | | | | | | | | | | | |
| Date started: | | | | |  | | | | | | | | | | | | | | | |
| Please give an outline of the duties and responsibilities of your current job: | | | | |  | | | | | | | | | | | | | | | |
| Notice period required: | | | | |  | | | | | | | | | | | | | | | |
| Name and full address of employer; nature of business. | | | | Job title(s); key responsibilities & key achievements | | | | | | | Reason for leaving and date of leaving | | | | | | | | | |
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| **4. Educational, technical and professional qualifications (please continue on a separate sheet if required).** | | | | | | | | | | | | | | | | | | | | |
| Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership. | | | | | | | | | | | | | | | | | | | | |
| **QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | | |
| **Establishment** | | | | | | **Qualification** | | | | | | | | | **Grade achieved** | | **Date Awarded** | | | |
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| **5. Personal development** | | | | | | | | | | | | | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable. | | | | | | | | | | | | | | | | | | | | |
| **6. Other skills** | | | | | | | | | | | | | | | | | | | | |
| Languages spoken/written (please indicate level of competence). | | | | | | | | | | | | | | | | | | | | |
| Computer literacy (please specify software and level of competence). | | | | | | | | | | | | | | | | | | | | |
| Do you have armed service/public duty commitments?  (e.g. are you a member of the TA/ a JP/ a councillor, etc.) | | | | | | | | | Yes | | |  | | | | No | |  | | |
| If yes, please give details: | | | | | | | | | | | | | | | | | | | | |
| **7. Other information** | | | | | | | | | | | | | | | | | | | | |
| How/where did you hear about this vacancy? | | | | | | | | | | | | | | | | | | | | |
| Have you made an application to this organisation before? | | | | | | | | | Yes | | | | |  | | No | | |  | |
| If yes, please give details | | | | | | | | | | | | | | | | | | | | |
| Are you currently eligible for employment in the UK? | | | | | | | | | Yes | | | |  | | | No | | | |  |
| Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence? | | | | | | | | | Yes | | | |  | | | No | |  | | |
| If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended. | | | | | | | | | | | | | | | | | | | | |
| **Personal Statement:**  Please list here your specific reasons for this application, key competencies, Knowledge and skills and any personal attributes which are relevant to the role. | | | | | | | | | | | | | | | | | | | | |
| **Data protection statement** | | | | | | | | | | | | | | | | | | | | |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner. | | | | | | | | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | | | | | | | | |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory. | | | | | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | Date: |  | | | | | | | | | | | | |
| On completion please return this form to: [hr@ferneanimalsanctuary.org](mailto:hr@ferneanimalsanctuary.org) or alternatively post to Daisy Spencer, Ferne Animal Sanctuary, Wambrook, Chard, Somerset TA20 3DH | | | | | | | | | | | | | | | | | | | | |