



Candidate no:.....  
[office use only]

## APPLICATION FORM

### INSTRUCTIONS: PLEASE READ

- Please complete this form in black pen or typescript
- This form is available on our website, [www.wildlifebcn.org](http://www.wildlifebcn.org), or we can email it to you upon request: contact Angela Stanford
- Please **do not attach a CV** as it will not be considered
- Please answer **all** questions

**PLEASE COMPLETE AND RETURN TO:**

The Wildlife Trust BCN  
The Manor House, Broad Street  
Cambourne  
Cams  
CB23 6DH

**OR BY EMAIL TO:**

Angela.stanford@wildlifebcn.org

**CLOSING DATE:** Wednesday 28 August  
2013

**APPLICATION FOR THE POST OF**

Accounts and Administration Officer

### 1 PERSONAL DETAILS

**SURNAME:**

**INITIALS:**

**ADDRESS:**

**DAYTIME TELEPHONE:**

**HOME TELEPHONE:**

**MOBILE TELEPHONE:**

**POSTCODE:**

**EMAIL:**

## 2 PRESENT OR MOST RECENT EMPLOYMENT

NAME OF EMPLOYER:

POST HELD:

ADDRESS OF EMPLOYER:

DATE OF COMMENCEMENT:

DATE OF LEAVING (if applicable):

POSTCODE:

PERIOD OF NOTICE REQUIRED:

*Please give a brief description of your most recent duties and responsibilities*

## 3 PREVIOUS EMPLOYMENT

FROM [month/year]

TO [month/year]

EMPLOYER

POSITION

## 4 EDUCATION AND TRAINING

*Please include relevant specialist in-house training, short courses, degrees etc*

INSTITUTION/ ORGANISATION	NAME/BRIEF DESCRIPTION OF COURSE	TYPE OF QUALIFICATION	GRADE	DATE

## 5 CRIMINAL RECORD

PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979.

## 6 REFERENCES

*Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.*

<b>(1) NAME:</b>	<b>(2) NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>POSTCODE:</b>	<b>POSTCODE:</b>
<b>POSITION:</b>	<b>POSITION:</b>
<b>TELEPHONE NO:</b>	<b>TELEPHONE NO:</b>
<b>EMAIL ADDRESS:</b>	<b>EMAIL ADDRESS:</b>

DO YOU HAVE ANY OBJECTIONS TO REFERENCES BEING SOUGHT PRIOR TO INTERVIEW?  
YES  NO

## 7 ADDITIONAL INFORMATION

*Before completing this section, please read the job details and role profile carefully. Use the statements listed in the role profile as headings, and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. You may combine related statements in your responses. (If completing this form by hand, continue on back page and attach one additional sheet if necessary; please be brief.)*

**I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**

**Signature:**

*NB an electronic signature is acceptable*

**Date:**

To help us with future recruitment, please indicate where you saw this vacancy advertised:

## Important Information for Applicants

Under the Immigration, Asylum and Nationality Act 2006, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All shortlisted candidates will therefore be asked to provide documentary proof of this during the interview process and we will be required to take a copy of the successful candidates' documents before the work commences.

Please note, **if you are a non-EU citizen and you don't have the relevant Visa to be able to work in the UK**, we would only be able to apply for a Certificate of Sponsorship from the UK Border Agency if we can show we have met the Resident Labour Market Test and you are able to meet the required points needed under the new points-based system. For more information please visit the UK Border Agency website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

**Your personal details will only be used by the Wildlife Trust and will not be passed on to any third party**