

VALE WILDLIFE HOSPITAL & REHABILITATION CENTRE

Station Road, Beckford, Tewkesbury, Gloucestershire, GL20 7AN

Tel: 01386 882288 Charity No: 702888

Email: info@valewildlife.org.uk Website: www.valewildlife.org.uk

To be returned by: **FRIDAY 24th FEBRUARY 2017**

Application Form for the post of: *Full-time Wildlife Care Assistant*

Please complete this form clearly **in your own handwriting** and return it (by post or by scanning to email) to the address shown above.

1. Personal Details

Title: (Mr/Mrs/Miss/Ms/Dr/Other)

Gender: (Male | Female)

First Name:

Surname:

Date of birth:

Marital Status:

2. Address Details

Home Address:

Town/City:

County:

Postcode:

3. Telephone Numbers

Home Phone Number:

Mobile Number:

Email:

4. Other Personal Details

Citizenship(s):

UK National Insurance Number, (NI):

Do you require a work permit to work in the UK? Yes | No

If you answered "Yes" to the above question, have you been granted a work permit? Yes | No

Do you hold a full current UK driving licence? Yes | No

Have you any penalty points or been disqualified?
If yes, please give details Yes | No

Do you have any other restrictions on your driving licence?
If yes, please give details Yes | No

Do you have a car at your disposal?
(essential due to our rural location) Yes | No

6. Educational and Professional Qualifications

In the space below please outline your educational and professional qualifications:

7. Employment History

Please list your last two jobs starting with your current or most recent employment.

Employer One

Start Date: End Date:

Employer's Name:

Employer's Address:

Your role:

Your job description:

Reason for leaving:

Employer Two

Start Date: End Date:

Employer's Name:

Employer's Address:

Your role:

Your job description:

Reason for leaving:

8. Reason for applying and Key Skills

Please indicate your reasons for applying for this post and give brief details of any further information which you think would be useful in support of your application. (Please use an additional sheet of paper if there is insufficient space)

9. Attendance Record

Please state how many days you have been absent from work, (other than authorised holidays) during the past 12 months. Give reasons for any absence. _____ day(s)

10. Additional Personal Information

Please tell us about yourself, your interests, hobbies and sports.

Are any of your spare time activities directly related to animal welfare? Yes | No
If yes, please give details

11. Disability

Do you have a disability? Yes | No
If Yes, please let us know any special requirements which are relevant to your disability:

12. References

Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least five years. Vale Wildlife reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

Referee One

Name:

Position:

Address:

Telephone:

Email:

Referee Two

Name:

Position:

Address:

Telephone:

Email:

Can we take up references before your interview? Yes | No

13. Disclosure

Criminal records are taken into account if any conviction is relevant to the post applied for. You should note that applications are covered by the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 and any bind over orders, cautions or convictions whether current or spent **must** be disclosed. If you are shortlisted for an interview you will be required to provide details. Should you be offered employment, failure to provide this information will be regarded as grounds for dismissal. Do you have any:

Bind over orders, cautions or convictions (current or spent)? YES NO

Do you have any prosecutions pending? YES NO

14. Data Protection Notice

The information gathered from this application form will be held by the organisation in accordance with the Data Protection Act. As an applicant we need your permission to hold this data. To signify your consent please tick the appropriate box:

I consent I do not consent

Declaration

I declare that to the best of my knowledge and belief all the information I have given on this form is correct and can be treated as part of any subsequent contract of employment. I understand that if any of the information given is subsequently found to be false or misleading, Vale Wildlife Hospital has the right to terminate my employment.

Signed: _____

Date: _____

IMPORTANT –

- Interviews will take place on Monday 6th March 2017. You must be available to attend on this date if shortlisted for interview.
- If shortlisted, you must be available to complete at least one trial day between 7th – 15th March 2017.
- We will require the successful candidate to be able to start on or around Monday 20th March 2017.

Please return your completed application to:

**Jeff Wood, Assistant Manager, Vale Wildlife Hospital,
Station Road, Beckford, Nr Tewkesbury, Gloucestershire, GL20 7AN
or scan and email it to:
info@valewildlife.org.uk**

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Shortlisted for interview: YES / NO

Second interview: YES / NO

1st interview: DATE:

TIME:

2nd interview: DATE:

TIME:

References requested:

References received: