##### Corporate_identity

##### Application for Employment

Guidelines for Applicants

Please read these guidelines carefully before completing the application form. Your job pack contains:

* Job description and person specification
* Application form
* ‘Working for BCT’ – a summary of benefits

Job description

This describes the purpose, responsibilities and duties of the job. You should check that you feel able to do the job before applying.

Person specification

This describes the skills, experience, knowledge and other factors we shall be looking for when selecting applicants.

Please read this carefully and tell us how you think you meet these criteria when answering Section 4 on the application form. It is important that you are accurate, write short, clear paragraphs and give examples where possible to support your application.

How to apply

1. Please complete all sections of the application form in black. All applications must be made using our application form.
2. Do NOT send a CV as we will not be able to accept it. If there is a reason why you are unable to complete an application form, please let us know at [jobs@bats.org.uk](mailto:jobs@bats.org.uk)
3. Send your application form to [jobs@bats.org.uk](mailto:jobs@bats.org.uk).
4. **Please also complete and return our Equal Opportunities Monitoring Form**. We are an equal opportunities employer and do not tolerate discrimination in any form. This is not part of your application but helps us to understand how we can improve diversity at BCT and in the conservation sector.

Unfortunately, we cannot reply to every application. If you have not heard from us within six weeks, please assume that your application has been unsuccessful.

The Bat Conservation Trust is a registered charity, charity number 1012361.

##### Application for Employment

##### Please read the guidance notes before completing this application form

Job Details

|  |
| --- |
| Job applied for: |

Section 1. Personal Information and Legal Statements

*All information in Section 1 is for administrative use only and will not be viewed by the shortlisting panel.*

|  |  |
| --- | --- |
| First name: | Surname: |
| Address (W*e can only employ people who live in the UK*): | Preferred name (optional): |
| Pronouns (optional): |
| Email address: |
| Phone number: |

|  |
| --- |
| Do you require any particular arrangements (i.e. reasonable adjustments for a disability) for the interview and selection process? (please give details) |
| What is the earliest date you could start the role, taking into account the notice period for your current role if applicable? |
| Where did you hear about this job? (If online, please state the site or search engine used.) |

References

If you are currently working or have been in employment before, one of your referees must be your present or last employer.

*Please note, we will not contact your referees before your interview unless we have your permission.*

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Phone number |  |  |
| Email address |  |  |
| Reference type - please indicate | Employer Personal Academic | Employer Personal Academic |

Legal Information

|  |
| --- |
| Data Protection  The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in employment by us, the information will be retained only for so long as is necessary under Article 6(1)(c)-legal obligation. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment under Article 6(1)(b)-contract.  For further information on how we use your data please see our privacy policy  <https://www.bats.org.uk/legal/privacy-policy> |

|  |
| --- |
| Right to Work in the UK  We can only employ candidates who have the right to work in the UK/valid immigration status. As per UK regulations, we will conduct Right to Work checks with all new staff before employment begins. Please do not proceed with your application if you do not have the right to work in the UK/valid immigration status. |

|  |
| --- |
| Declaration  By completing and submitting this application form you are confirming:   * that to the best of your knowledge and belief, the information you have given is true and correct. * your understanding that any deliberately false or misleading statement on this form may lead to your future employment being terminated without notice. |

##### Section 2. Work and voluntary experience

Please tell us about your previous work including voluntary work. Please start with your most recent work. *Add or delete rows as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & postcode of organisation | Job title and short description of main duties  State if full or part time and if paid or voluntary | From  (mm/yy) | To  (mm/yy) | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |

Section 3. Education and qualifications

Please list each educational qualification you hold, starting with the most recent. *Use extra sheets if needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Qualification type  (e.g. GCSE, NVQ, BTEC, A-Level, Degree) | Subject | Where this was gained  e.g. secondary school/college/university | Grade |
|  |  |  |  |  |

**Other training**

e.g. membership of professional bodies, training courses etc.

|  |  |  |
| --- | --- | --- |
| Date | Course/Qualification title | Where this was gained |
|  |  |  |

Section 4. Experience

Please explain how your experience, skills and interests are relevant to the job by addressing all the points in the Person Specification. You might find it helpful to structure this section by listing each requirement and writing a short paragraph about each one. *Use extra sheets if needed.*