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**JOB DESCRIPTION: Community Wildbelt Project Manager**

**Guidance Notes For Completing Your Application Form**

We receive many applications for posts. To give applicants the best possible chance of demonstrating their suitability for the job, we have created these guidance notes to help candidates fill in a successful application form. Please read these guidance notes before completing the application form.

* It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the Person Specification and which are regarded as essential in order to work effectively in post.
* Your application form should provide us with as much relevant information as possible. You should not assume that the interview panel will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.
* Please complete all sections of the form and write as clearly as possible.
* Sections 5 and 6 of the form ask for relevant qualifications and professional development. We do not necessarily need a full account of your education here but please mention qualifications and/or training which are necessary or relevant (if any) to the job.
* Section 13, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.
* If you do not use headings the interview panel may have difficulty in determining your suitability for the post and, therefore, it is less likely that you will be selected for interview.
* CVs will not be accepted. You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job.

Good luck with your application and thank you for your interest in working with us.

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**Application Form**

Please complete and email to: [vacancy@chilternsociety.org.uk](mailto:vacancy@chilternsociety.org.uk) using your initials in the filename for the attachment. Please do not save as PDF or any other file type other than a Word Document.

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| Post applied for: | |
| 1. Personal details  Title:  First Name:  Last Name:  Email: | Address:  Postcode:  Contact No: |
| I declare by submitting this form that all information given is, to the best of my knowledge true and complete. I understand that if I submit any information that I know is false, or if I withhold any relevant information, this may lead to rejection of my application or if I have already been appointed, my dismissal.  Signed: Date:  (Please type name if submitting by email to confirm your declaration.) | |
| 2. Recruitment monitoring  Where did you learn of this vacancy? | |

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| 3. Current/ most recent position  Name, Address and nature of business:  Position held:  Salary & benefits:  Date of appointment:  Notice required: | | Reason for leaving:  Main duties and responsibilities: | |
| 4. Employment history | | | |
| Employer’s name and nature of business | Position held, salary/grade on leaving, main duties | Dates employed | Reason for Leaving |
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| 5. Educational qualifications  Please give details of secondary schools, colleges and universities attended with qualifications obtained | | | |
| Secondary schools / Colleges / Universities | Dates attended | Qualifications | |
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| 6. Training and professional development  Please give details of relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and dates of study / qualification. You may be asked to provide evidence of qualifications. | | | |
| Name of course and course Provider | Dates | Grades | Full time, part time or short course |
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| 7. Membership of professional bodies    Please include membership number, level and expiry date of any professional organisations of which you are a member: | | 8. Driving licence  Do you have a current UK valid driving licence?  Please give details of any current endorsements: | |
| 9. Criminal record  Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1974 and/or (Northern Ireland) 1979. | | 10. Work permit  Do you need a work permit to work in the UK?  Note: if you need a work permit you will need to provide it before starting work. All candidates will be asked to provide proof that they are eligible to work in the UK e.g. passport. | |
| 11. References  Please give details of two people who will provide a reference for you. Neither should be a relative and one should be your present, or if you are unemployed, last employer, line manager or tutor. The second should be someone able to comment on your work abilities. | | | |
| Name:  Position:  Address:  Postcode:  Telephone No:  Email:  Relationship to you:  May we contact your referee before interview? | | Name:  Position:  Address:  Postcode:  Telephone No:  Email:  Relationship to you:  May we contact your referee before interview? | |

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| 12. Additional Information  Before completing this section, please read the person specification in the job pack and guidance notes carefully. Please give your reasons for applying, together with details of relevant experience, skills and knowledge gained in employment or elsewhere, and how you meet the requirements of the job. We advise using headings to enable the interview panel to best assess your application.  Continue on separate sheets if necessary.  **This section should be no longer than 600 words – additional words will be deleted.** |