 **CONFIDENTIAL**

 **Job Reference:**

 **Position applied for:**

 **Application Form**

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |       | Last Name: |       |
| First Names: |  |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |
|  |
| Home Telephone Number: |       |
| Mobile Telephone Number: |       |

|  |  |
| --- | --- |
| E-mail address: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? Evidence will need to be provided  | Yes | [ ]  | No | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a full UK driving licence? This information will only be taken into account if essential for the role. | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| **Section 2 Education - Prior to Higher Education** |

**Please list the qualification, subjects and grade of all the highest level examinations you have taken (A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/Baccalaureate etc). Include all examinations taken at this level whatever the outcome.**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/Training Provider** | **Qualification** | **Subject** | **Grades or Qualifications achieved** |
|  |  |  |  |

|  |
| --- |
|  **Education – Further Education and Training** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and nature of business.** | **Date From:**  | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
|  |  |  |  |  |

**Please list all degrees/diplomas/professional qualifications/training etc held or currently studying for. List most recent first and give all results known, whatever the outcome.**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Training Provider** | **Qualification** | **Subject** | **Grades or Qualifications achieved** |
|  |  |  |  |

|  |
| --- |
| **Section 3 Employment and Work Experience** |

**Please describe briefly any work (whether paid or unpaid) that you have undertaken, demonstrating how your role supports your current application with reference to the skills / competences in the job description and person specification. Please start with most recent and work backwards, but no further than 10 years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you ever been in a line management position?**  | Yes | **[ ]**  | No | **[ ]**  |
|  |
| **If yes please describe – how many staff, responsibilities etc:** |

|  |  |
| --- | --- |
| How much notice must you give your current employer? |  |
| Anticipated salary per annum | **£**  |

|  |
| --- |
| **Section 4 Rehabilitation of Offenders Act** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any unspent convictions under the terms of the Rehabilitation of Offenders Act 1974?** With some exceptions, having a criminal record will not necessarily bar an individual from working with WDC. This will depend on the nature of the position and the circumstances and background of the offence(s). | Yes | **[ ]**  | No | **[ ]**  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence:  |

|  |
| --- |
| **Section 5 References** |

|  |
| --- |
| **Please give the names and addresses of two people who can provide an assessment of your suitability for this post. If you are employed, or have been employed, please give the names of your relevant line manager wherever possible.** |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Their Position (job title):** |  | **Their Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone**  |  | **Telephone** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **How is the referee known to you?:** |  | **How is the****referee known****to you?:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Can we contact them prior to any conditional offer of employment?:** | **Tick if yes** | **Can we contact them prior to any****conditional offer of employment?:** | **Tick if yes** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If successful, would you be available to attend an interview on the dates advertised (if applicable)? | Yes | [ ]  | No | [ ] Details: |

|  |
| --- |
| If you consider yourself to have a disability or health condition, please provide details of reasonable adjustments we should make if you are invited to interview:  |
|  |

|  |
| --- |
| **Section 6 Additional Information** |

|  |
| --- |
| Please explain your suitability for this position and outline how your skills, experience, qualification and personal qualities meet the requirements of the role, as detailed in the job description and person specification. Please give examples of particular achievements and any other relevant information in support of your application. You may use extra sheets, but no more than 2 extra pages. |

|  |
| --- |
| **Why are you interested in working for WDC in this role?**  |
|  |

|  |
| --- |
| **Section 7 Declaration** |
| **I confirm that the information I have submitted is correct. I understand that false statements or omissions may lead to an offer being withdrawn or render me liable for dismissal without notice. I have provided a completed Equalities and Diversity Monitoring Form.****If submitting digitally please type your name and this will be deemed as signed.** |
|  | Signed: |  | **Date:** |  |  |
| Data ProtectionBy returning this application form, you consent to our processing your personal information for the purposes of evaluating your suitability for employment with WDC and to manage the recruitment process. If your application is unsuccessful, we will keep your application form and interview notes (if applicable) for twelve months before destroying securely. You can require WDC to destroy or stop processing your data by contacting hr@whales.org.  |



**WDC – A world where every whale and dolphin is safe and free**

**Send to** **HR@whales.org** **including the Job Reference in the Subject line of the email**