



Saving wetlands  
for wildlife & people

Dear applicant

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed together with a job description and person specification.

If you require any further information regarding this post please contact the human resources department on 01453 891130.

Please complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form you should clearly describe how you meet each of the criteria that have been identified as necessary for this post as this will be used for the short listing for interview process. You may also enclose a CV but please ensure that all questions on the application form are answered.

Completed forms should be returned to the human resources department, WWT Slimbridge, Gloucestershire, GL2 7BT.

We look forward to receiving your application.

Yours sincerely

Helen Underhill  
Human resources manager



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### **Application pack**

This pack contains all the information you need to apply, including:

#### **Useful information**

Details on how we use CV's, short listing and pre-employment checks and UK identification requirements

#### **Applicant letter**

Details on how to apply

#### **Application form**

Please print out, complete and return

#### **Correspondence**

As we are Charity all correspondence will be sent via email to ensure we are being cost effective and environmentally friendly, therefore please state your email address clearly and correctly.

Completed application forms and CV's should be returned to the human resources department, WWT Slimbridge, Gloucestershire, GL2 7BT.

## **Useful information**

### **Use of curriculum vitae (CV's)**

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

### **Short listing**

WWT is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our short listing process where we only assess information provided against the person specification. If you are short listed we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

We will advise all candidates if their application is unsuccessful, if this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

### **Pre-employment checks**

All offers of employment are made subject to the following criteria:

- proof of eligibility to work in the UK
- two references satisfactory to WWT
- where required a satisfactory criminal records bureau check
- qualifications will also be checked.



**Training courses**

(Detail any specific training you have received or any relevant short courses attended)

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**Membership of professional organisations**

(Detail below membership of any technical or professional bodies or societies)

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**Spare time interests and vocational activities**

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**Current or last employment details**

Company name and address

--

Position held

--

Duration in post (months/years)

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Final or most recent salary and benefits

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**Outline present duties / key achievements (continue on separate sheet if necessary)**

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**Reasons for wishing to leave**

May we, with discretion phone you at work?    Yes     No

**Length of notice**

**Past employment details** (excluding your current or last employment)

(if you are applying for your first post after leaving school or further education, please indicate any past holiday employment) You can include your CV or continue on a separate sheet if necessary.

Employer's name	Job title / key duties	Salary	Duration in post (months/years)	Reason for leaving

**Why are you interested in applying for this post?**

**Relevant experience**

Do you hold a full driving licence?

Yes

No

If yes, do you have any current endorsements?

Yes

No

If yes, please give details

Do you require a work permit?

Yes

No

If yes, do you hold a current permit?

Yes

No

**Criminal records**

Please give details of any unspent criminal offences in accordance with the rehabilitation of offenders act (exceptions) order 1975 and/or (Northern Ireland) 1979.

**References**

Please give the names of two referees below. One should normally be your present or most recent employer. References will not be taken up prior to interview unless you are notified otherwise.

Name, address and telephone number	Position
1.	
2.	

**Data protection statement**

I certify that all the information provided in this application form, together with any other information that I may provide during the course of my application is accurate to the best of me knowledge and belief.

I confirm that I have read the information that accompanies this job application form.

By submitting this job application form, I understand that I a m giving my explicit consent for my personal data (including sensitive personal data) provided during the recruitment process or any period of employment may be transferred to, held (in manual and electronic form) and used by WWT and/or carefully vetted third parties who may process personal data on behalf of WWT, for all purposes in connection with personnel and administrative matters. If I am offered the post I give my consent to a criminal record check being carried out if the post specifies that this is required.

**Declaration**

I confirm that the information contained in this application form is correct

Signed

Date



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## Equal opportunities monitoring form

The Wildfowl & Wetlands Trust (WWT) has an equal opportunities policy which covers all areas of employment. Our policy is to recruit, employ and promote our employees on the basis of their suitability for the work to be performed. We aim to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, marital status, race, colour, religious affiliation, sexual orientation, disability or age. No applicant or employee will be disadvantaged by criteria which cannot be shown to be relevant to the requirements of the job. The policy applies to promotion, selection and training.

WWT requires all its employees and volunteers to operate its policy of equal opportunities and not to discriminate against any person because of sex, marital status, race, colour, religious affiliation, sexual orientation, disability or age.

In order to help us ensure that our policy is effective, please can you complete the details requested on this form. The equal opportunities data collected will only be used for monitoring purposes; it is completely separate from and is not used in any selection process. Neither will it be kept on individual files.

Name	Centre
Job ref	Sex
Date of birth	Marital status
Children	Religion

### Ethnic origin (please tick appropriate box)

White  Afro-Caribbean  African-Americans  Pakistani

Indian  Chinese  Bangladeshi

Other (please specify) \_\_\_\_\_

**Religious affiliation (employment within Northern Ireland only)**

The fair employment (Northern Ireland) act 1989 requires that we monitor our employment practices to ensure that they do not discriminate on the basis of religious affiliation. Please help us to meet these requirements by providing the following information where it is relevant.

Do you consider yourself to be

A member of the protestant community?

A member of the roman catholic community?

A member of neither the protestant nor the roman catholic community?

Please note that failure to supply this information will mean that WWT will use the 'residuary' method to make a determination of your religious affiliation. This determination will be based upon other information which you have provided in any application or which may be held on your personnel file. Please note that it is a criminal offence under Northern Ireland law to give false information within the section of this form.

**Physical ability**

Do you require any aids or adaptations to carry out the duties of the post? (a disability will not preclude you from full consideration for employment with WWT), if so please specify

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