

APPLICATION FORM

POSITION APPLIED FOR:

PERSONAL DETAILS

Forename(s):

Known as:

Surname:

Tel No:

Mobile No:

Address:

Post Code:

Email Address:

National Insurance Number:

EMERGENCY CONTACT DETAILS

Contact Name:

Relationship to you:

Tel No:

Mobile No:

Address:

Post Code:

EDUCATION AND TRAINING

Please provide all qualifications from school through to college and university or any other relevant training courses, starting with the most recent first:

Dates (from – to)

School, College, University, Place of Learning

Qualifications, Educational & Professional (Please give details)

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PRESENT OR MOST RECENT EMPLOYMENT/ROLE

Job Title:

Name and Address of Employer:

Salary:

Date started in role:

Notice period:

PREVIOUS EMPLOYMENT / WORK EXPERIENCE (STARTING WITH MOST RECENT)

Dates (from – to)	Name & Address of Employer	Position Held	Reason For leaving
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Torbay Coast &
Countryside Trust



Torbay Coast &
Countryside Enterprises

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SUPPORTING STATEMENT

Please describe below how your skills, knowledge, experience and personal qualities relate to the job requirements, as outlined in the job description and person specification. **(Maximum 4 sides of A4)**

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Torbay Coast &
Countryside Trust

Conserving Torbay's natural heritage for now, for ever.

Occombe Farm,
Preston Down Road
Paignton, Devon TQ3 1RN
01803 520 022
www.countryside-trust.org.uk



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ABOUT YOU

Please use this space to tell us something about you beyond your formal qualifications. This may include any hobbies, interests or societies in which you have played an active part or other qualifications relevant to the role.

REFERENCES

Please provide two referees, one of which should be your present or most recent employer. Internal applicants need not complete this section.

Name:

Name:



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Organisation:	Organisation:
Position Held:	Position Held:
Address:	Address:
Post code:	Post code:
Telephone No:	Telephone No:
E-mail:	E-mail:
In what capacity have you known this person?	In what capacity have you known this person?

References will only be taken up with your employer with your prior consent.

I give consent for references to be taken: YES [☐] / NO [☐]

ADDITIONAL INFORMATION

- | | |
|---|---|
| <ul style="list-style-type: none"> Do you have a full and current driving licence? Do you have a car available for your use at work? Are there any restrictions in your right to undertake employment in the UK? | Yes/No
Yes/No
Yes/No – if yes, please give details: |
|---|---|

I confirm that to the best of my knowledge the information given by me on this form is true and correct and can be treated as a part of any subsequent contract of employment.

Signed:

Date:

Monitoring form: private and confidential (data will be anonymised)

THIS INFORMATION IS FOR MONITORING PURPOSE ONLY AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Torbay Coast and Countryside Trust is actively committed to embracing diversity. Part of this involves ensuring that the organisation's recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the Trust monitors the effectiveness of its recruitment process. All the information will be anonymised prior to analysis by the HR team and treated in the strictest confidence. The information will not be made available to any employees involved in the selection process. **If you are happy to consent to us processing your data in this way, please complete the below form:**

If you would like to see our Privacy Notice for Job Applicants please contact jobs@countryside-trust.org.uk.

Post applied for:

Date of birth:

Where did you find out about this vacancy? (if 'internet' please specify which website):

Which of the following most accurately describes you?

- a. Female [☐]
- b. Male [☐]
- c. Non-binary [☐]
- d. Transgender [☐]
- e. Intersex [☐]
- f. Other [☐]
- g. Prefer not to answer [☐]

What is your age?

How would you describe your ethnic origin?

- a. Asian [☐]
- b. Asian British [☐]
- c. Black [☐]
- d. Black African [☐]
- e. Black Afro-Caribbean [☐]
- f. Black other (*please specify*) [☐] :
- g. Mixed Ethnic Group [☐]
- h. White British [☐]
- i. White Other [☐]

How would you describe your sexual orientation?

- c. Heterosexual [☐]
- d. Lesbian / Gay [☐]
- e. Bi-sexual [☐]
- f. Other [☐]
- g. Prefer not to answer [☐]

j. Other Ethnic Group (*please specify*) [] :

What is your religion or belief?

- a. No Religion or belief []
- b. Buddhist []
- c. Christian []
- d. Hindu []
- e. Jewish []
- f. Muslim []
- g. Prefer not to say []
- h. Other (*please specify*) []:

Do you consider yourself disabled? YES [] NO [] I DO NOT WISH TO DISCLOSE []

Under the Equality Act 2010 this includes a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to **do** normal daily activities.

Please give further information of your disability if you wish:

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Reasonable adjustments will be made should you be invited to interview.

Is there anything else you would like to make the Trust aware of?

Do you have any unspent convictions or criminal cautions? Yes [] / No []

If yes, please provide details here or contact jobs@countryside-trust.org.uk if you would prefer to supply this information as a separate document:

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Torbay Coast and Countryside Trust offer reasonable adjustments to help applicants complete this form (such as completion over the phone).

Once complete, please return this application form to our HR team @ jobs@countryside-trust.org.uk