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|  | Severn Rivers Trust  Unit 3, Hope House Farm Barns  Hope House Lane  Martley  Worcestershire  WR6 6QF  www.severnriverstrust.com |

**Job Application Form**

Part 1. About you

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| **Applicant Name** |  |
| **Position applying for** | River Conservation Trainee |
| **Email address** |  |
| **Telephone number** |  |
| **Address (including postcode)** |  |
| **How did you hear about this vacancy?** |  |
| **DWP reference number** | *Your application* ***cannot be processed without a reference number.***  *Your Job Centre work coach should provide this.* |
| **What is the earliest date at which you could take up an offer of employment?** |  |

* Are you eligible to work in the UK?

Yes/No

* Are you under 18 years of age?

Yes/No

* If invited for interview, do you require any reasonable adjustments to be made?

Yes/No

* Have you completed the Race for Nature diversity survey (<http://bit.ly/RNR_DM>) **This is required as part of your application.**

Yes/No

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| **Data protection statement** | | | |
| If you succeed in your application for employment, the information will be used in the administration of your employment with us and will be kept in line with our data retention policy. If your application is unsuccessful your details will be held on file for six months.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. | | | |
| **Declaration** | | | |
| I declare to the best of my knowledge all information I have given on this application form is complete and true. I understand that any false declaration, misleading statement or a significant omission may disqualify me from employment. If I am not successful in my application, I understand that my application will be retained for six months. | | | |
| **Please sign to confirm your acknowledgement of and agreement with the Data Protection Statement and Declaration above.** | | | |
| **SIGNATURE** |  | **DATE** |  |

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| **References** | | | |
| Please give below the names and contact details for two people to whom you are well known. One of these should be your current or most recent line manager. If you have not previously been employed, one of the referees should be an appropriate member of staff of the educational establishment that you last attended. Personal references are acceptable but must not be a relative. If the role requires a DBS check, then at least one referee should be able to comment on your suitability to work with children and/or adults at risk. | | | |
| **Referee 1** |  | **Referee 2** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Email:** |  | **Email:** |  |
| **Telephone:** |  | **Telephone:** |  |

**As this job involves regulated activity with children, an Enhanced DBS check will need to be undertaken by the successful candidate prior to employment.**

**Should you be offered this position, you will be asked to complete a confidential Criminal Record Self Disclosure Form as a condition of the offer.**

**A criminal record is not necessarily a bar to employment with us. Decisions will be made on a case by case basis with support of HR specialists.**

Part 2. Application

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| **Present or most recent employment** | |
| **Employer’s name, address and postcode** |  |
| **Post held** |  |
| **Dates of employment** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| ***Please give a brief description of your present/most recent duties and responsibilities:*** | |
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| **Previous employment** | | | | |
| **From** | **To** | **Employer** | **Position and key responsibilities** | **Reason for leaving** |
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| **Education and qualifications including training undertaken** | | |
| **Description of course(s) undertaken**  (*including specialist in-house training, short courses etc)* | **Qualifications obtained** | **Date** |
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| **Supporting statement** |
| Before completing this section, please read the role profile carefully. Use the headings provided and show us how you meet the criteria. We want to know about the experience, skills and knowledge you can bring to the role. This might come from education, employment, hobbies or other life experiences. We also want to understand your motivations for applying. Your supporting statement should not be longer than 2 pages. |
| Awareness of and commitment towards current environmental issues.  Able to learn quickly and pick up new skills and concepts.  Willingness to ‘get stuck in’ to help complete tasks.  Excellent communication skills.  A wide range of IT skills including emails, word-processing and spreadsheets, online meeting apps.  Enjoyment of practical ‘hands-on’ work, and spending time outdoors.  Able to work co-operatively as part of a team.  Self-motivation and enthusiasm.  Commitment to travelling regularly to different locations in the catchment, via car or public transport. |