***Guidance Notes for Completing Your Application Form***

*We are fortunate to receive many applications for traineeships and we strongly advise all applicants to read these guidance notes before completing the application form.*

*i) 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 traineeship, which are listed in the Role Description, and which are regarded as essential in order to get the most from your traineeship.*

*ii) Your application form should provide us with as much relevant information as possible. You should not assume that we will be familiar with the type of work/activities you have experienced in the past and therefore, you should provide detailed information.*

*iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.*

*iv) Section 4 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are relevant (if any) to the traineeship.*

*v) Section 9, Please give details of why you should be considered for this role - is the most important part of the form. You should refer to the Role Description and provide detailed information under appropriate headings so we can make an assessment of your suitability.*

*If you do not use headings, we may have difficulty in determining your suitability for the role and, therefore, it is unlikely that you will be selected for interview.*

*vi) Curricula Vitae (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 for the traineeship.*

*Radnorshire Wildlife Trust*

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| **APPLICATION FORM** | |
| **PLEASE COMPLETE AND RETURN TO:**  **By email:** [**silvia@rwtwales.org**](mailto:James@rwtwales.org)using your name in the filename for the attachment.  **Or by post:**  Silvia Sivers  Radnorshire Wildlife Trust  Warwick House  High Street  Llandrindod Wells  Powys  LD1 6AG | APPLICATION FOR THE POST OF:  Applications will be accepted for the three roles or delete as applicable. |
| CLOSING DATE: |
| **\*Refer to the guidance notes on how to complete this form**  **\* Complete in black pen or typescript for copying purposes**  **\* Do not attach a CV as it will not be considered**  **\* Answer all questions**  **\* This page will not be used in the shortlisting process** | |

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| 1. PERSONAL DETAILS  *Please note that details of the applicant's age & sex are not asked for on this form, to assist in ensuring that RWT's equal opportunities policy is complied with whilst shortlisting. Should we contact you to ask you for interview, our initial approach will be rather impersonal, for which we ask your understanding.* | | |
| FIRST NAME(S):  SURNAME:  PREFFERED NAME: | ADRESS:  POSTCODE: | |
| Please give details of other means of contacting you that you consent to usage of:  Daytime Tel:  Mobile Tel:  Home Tel:  Email: | | 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, I may be asked to leave my traineeship.  Signed: Date:  (Please type name if submitting by email to confirm your declaration.) |

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| *For monitoring purposes only – please tell us where you saw this post advertised.*  ……………………………………………………………………………………………………………………………….. |

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| 3. PREVIOUS ROLES (INCLUDING VOLUNATRY) | | | |
| *POSITION HELD AND MAIN DUTIES* | *ORGANISATION NAME AND ADDRESS*  *TYPE OF ORGANISATION* | *DATES FROM/ TO* | *REASON FOR LEAVING* |
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| 2. PRESENT/ MOST RECENT PAID, UNPAID OR STUDENT POSITION | |
| Role/Course Title:  Length of contract / assignment:  Type of Organisation:  Name and Address of Organisation  Dates of Commencement and Leaving:  Reason for Leaving:  Period of Notice Required: | Please give a brief description of the duties and responsibilities that you have carried out: |

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| 4. TRAINING UNDERTAKEN/ RELEVANT QUALIFICATIONS  *Please give details of any relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses, degrees 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 QUALIFICATION OR COURSE* | *INSTITUTION*  *E.G. TRAINING PROVIDER, COLLEGE, PROFESSIONAL BODY* | *GRADES* | *DATES* | *PLEASE INDICATE IF GAINED ON A FULL-TIME, PART-TIME, OR SHORT COURSE* |
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| 5. REFERENCES | |
| *Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present or most recent employer, line manager or tutor.*  *The second should be someone who is able to comment on your abilities in relation to the traineeship.*  MAY WE CONTACT YOU REFERENCES PRIOR TO INTERVIEW? *Please circle*  1. YES / NO  2. YES / NO | |
| (1) NAME:  POSITION  RELATIONSHIP TO YOU:  ADDRESS:  POSTCODE:  TELEPHONE NUMBER  EMAIL:  MAY WE CONTACT YOUR REFERENCE BEFORE INTERVIEW? | (2) NAME:  POSITION  RELATIONSHIP TO YOU:  ADDRESS:  POSTCODE:  TELEPHONE NUMBER  EMAIL:  MAY WE CONTACT YOUR REFERENCE BEFORE INTERVIEW? |

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| 6. CRIMINAL RECORD |
| *Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or Northern Ireland 1979.* |

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| 7. DRIVING LICENCE AND TRAVEL ARRANGEMENTS |
| *Do you have a current UK-Valid Driving Licence?*  *Please give details of any current endorsements:*  *Do you have access to a motorized vehicle?*  *How will you travel to the site where your traineeship is based?* |

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| 8. RIGHT TO VOLUNTEER IN THE UK |
| *The right to volunteer in the UK can be dependent on your citizenship and UK immigration status. Please confirm that you are legally entitled to volunteer in the UK*  *YES / NO* |

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| 9. PLEASE GIVE DETAILS OF WHY YOU SHOULD BE CONSIDERED FOR THIS ROLE |
| *Before completing this section, please read the role description and use the requirements listed below as headings to demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere. Continue on back page and attach one additional sheet if necessary. Please do not send a CV.* |
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