**GENERAL INFORMATION FOR THE POST AND GUIDANCE FOR COMPLETING AN APPLICATION FORM FOR WARWICKSHIRE WILDLIFE TRUST**

Further information can be found on our web site:

[www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

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 job, which are listed in the job description and person specification and which are regarded as essential in order to work effectively in post.

We welcome applicants to get in contact about the position if they require further information or want to discuss specific elements of the role. If you want to get in contact please contact the recruiting officer detailed as below:

Ian Jelley – Director of Living Landscapes

Email: [ian.jelley@wkwt.org.uk](mailto:ian.jelley@wkwt.org.uk)

Telephone: 02476 302912

Your application form should provide us with as much relevant information as possible, in as clear and concise a manner as possible.

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

Specifically where the application form asks for relevant education, training and qualifications, we do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job.

The section for Relevant Skills, Knowledge and Experience is the most important part of the form. You should use the Person Specification as subheadings providing evidence under each point so we can make an assessment of your suitability.

If you do not use headings provided, the interview panel may have difficulty in determining your suitability for the post.

**A Note about CVs**

You are welcome to attach your CV but without an accompanying (completed) application form, it will NOT be considered. 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 of the job. Unfortunately writing ‘see CV’, or words to the effect, on the relevant areas of the Application Form is not acceptable and will result in your application not being considered for short-listing.

**References**

You should nominate two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, on offer of contract.

The provision of false or misleading information by a candidate who is appointed will be grounds for termination of employment without notice.

**Selection and Assessment**

The selection panel will comprise of at least 2 people and they will consider your anonymised application objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence in your personal statement.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application, so be explicit about how you meet the criteria.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

The application deadline will be **Midnight on Sunday 4th November 2018**. Interviews will be held at the Trust headquarters at Brandon Marsh on the **Thursday 15th November 2018**.

All our offers of employment are made, subject to some pre-employment checks, including confirmation of relevant qualifications.

**Equal Opportunities Monitoring Form**

Warwickshire Wildlife Trust needs to make sure that we adhere to our equal opportunities policy and so we need to monitor our recruitment process. Candidates are asked to complete the form as accurately as possible. The monitoring form will be kept separate from your application form and will not be considered as part of the shortlisting process.

Individual monitoring forms will be securely destroyed after 6 months. However, the information supplied will be collated and retained for future analysis – personal information will not be included in this.

**Criminal Records**

Some posts within Warwickshire Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Please refer to our recruitment of ex-offenders procedure. If a conviction is declared on an application form the applicant will be requested to complete a Self-Declaration Form. This will be viewed by the Trust’s safeguarding panel to determine the relevance of any disclosed information to the position applied for.

If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Warwickshire Wildlife Trust and each case will be considered individually.

**Work Permit**

Applicants who are not an EU citizen may need a work permit to work in the UK.

If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust.

**Data Protection**

Your application form will be treated in the strictest confidence. Information collected through the recruitment process is kept on file for 6 months and is then securely destroyed.

If you are successful, relevant information will be retained on your personnel file.

**Salary**

Your initial salary will be based on your skills, knowledge and experience, and progression will be based on your performance. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

This post will be based at the Trust’s offices at Brandon Marsh Nature Centre. Employees may be required to work at other Trust or non-Trust sites from time to time. The successful candidate will be expected to travel to visit sites around the county some of which are in remote locations and many include rough terrain as an integral part of their character. The role will involve some lone working.

**Hours of Work**

Our employees work a 35 hour week (full time). In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. Both the Trust and employee contribute 4.5% of salary to the scheme.

**Notice**

If you choose to leave the Trust you will be required to give one months’ notice.

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| Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date then please assume that your application has been unsuccessful on this occasion.  *The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.* |