**Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone (day):** |  |
| **Telephone (evening):** |  |
| **Email Address:** |  |
| **Other contact method:** |  |

|  |  |
| --- | --- |
| **How did you hear about this position?** |  |

**References**

Please give the names of people we may contact for a reference. References will only be contacted with your permission if you are made a conditional offer. One should be your present or most recent employer. You must provide the names of referees for all employment in the **past three years**. If you have not been employed for the past three years, you may include client referees or referees for volunteering or educational activity undertaken in order to cover the three-year period. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name**  | **Name**  |
| **Address** | **Address** |
| **E-mail** | **E-mail** |
| **Tel. No.** | **Tel. No.** |
| **Relationship to you** | **Relationship to you** |
| **Dates** | **Dates** |
| **Permission to Contact: YES/NO** | **Permission to Contact: YES/NO** |

**Right to Work**

|  |  |  |
| --- | --- | --- |
| **Are you eligible to live and work in the UK?** | [ ]  Yes | [ ]  No |

Please note that legislation dictates that all non EU nationals are required to be in possession of a valid work permit before they can take up employment. We are legally obliged to ask you to provide evidence of your right to work in the EU. If you are shortlisted for interview we will ask you to provide appropriate documents, such as your Passport, Visa, Work Permit or Birth Certificate in accordance with the Asylum and Immigration Act 1996**.**

**Equal Opportunities**

The London Wildlife Trust operates an Equal Opportunities Policy and no person will be discriminated against in seeking employment, or during such employment with the London Wildlife Trust on the grounds of age, nationality, faith, disability, gender, marital status, race, sexual orientation or responsibility for dependants.

To assist London Wildlife Trust monitoring the effectiveness of this policy, please fill in the form below.

**Completion of this form is optional.** This is for monitoring purposes only and is not part of your application. If you do not wish to fill in these details you will not be penalised.

**ethnic background**

(It is not possible to list all ethnic groups but those listed reflect the largest ethnic groups in London. Please tick which is closest to how you see yourself or write a more specific group if you wish)

**White**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  British | [ ]  Irish | [ ]  Irish Traveller / Gypsy | [ ]  White Eastern European | [ ]  White other European |

|  |  |
| --- | --- |
| [ ]   *Any other Black background, please specify* |  |

**Black or Black British**

|  |  |
| --- | --- |
| [ ]  Caribbean | [ ]  African   |

|  |  |
| --- | --- |
| [ ]  *Any other Black background, please specify* |  |

**Chinese or South East Asian/ Chinese or South East Asian British**

|  |  |
| --- | --- |
| [ ]  Chinese | [ ]  Vietnamese |

|  |  |
| --- | --- |
| [ ]  *Any other East Asian background, please specify* |  |

**Asian or Asian British**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Indian  | [ ]  Pakistani | [ ]  Bangladeshi | [ ]  Sri Lankan |

|  |  |
| --- | --- |
| [ ]   *Any other Asian background, please specify* |  |

#### Mixed

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  White and  Black Caribbean | [ ]  White and  Black African | [ ]  White and  Asian | [ ]  White and  Chinese |

|  |  |
| --- | --- |
| [ ]   *Other Mixed background, please specify* |  |

**GENDER**

|  |  |  |
| --- | --- | --- |
| [ ]  Male | [ ]  Female | [ ]  Transgender |

**What AGE BRACKET DO YOU FALL UNDER?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  16-24 | [ ]  25-34  | [ ]  35-44 | [ ]  45-54 | [ ]  55-64  | [ ]  65 or over |

**What is your religion/ belief?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Atheist | [ ]  Christian  | [ ]  Muslim | [ ]  Jewish |
| [ ]  Buddhist | [ ]  Hindu  | [ ]  Sikh | [ ]  Pagan |

|  |  |
| --- | --- |
| [ ]  Other, please specify |  |

**Do you consider yourself disabled?**

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No   |

**If yes, please select from below, or use the “other” field to indicate**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Hearing impairment  | [ ]  Visual impairment  | [ ] Learning difficulties  | [ ]  Mental illness |
| [ ]  Physical Impairment (*includes use of Wheelchair, walking aids, arthritis etc)* | [ ]  Reduced physical  capacity *(pain, lack of strength, breath, energy or stamina e.g. asthma, angina)* |

|  |  |
| --- | --- |
| [ ]  Other, please specify |  |

**What is your sexual orientation?** Please tick the box that best describes you.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Heterosexual | [ ]  Gay | [ ]  Lesbian | [ ]  Bi sexual | [ ]  Prefer not to say |

|  |  |
| --- | --- |
| [ ]  Other, please specify |  |

**Where did you hear about this job vacancy?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Charityjobs website | [ ]  Guardian on-line | [ ]  Countryside jobs | [ ]  Environmentjob website  |
| [ ]  London Wildlife Trust *ww.wildlondon.org.uk* | [ ]  The Wildlife Trusts  *www.wildnet.org.uk* | [ ]  LinkedIn  *www.wildnet.org.uk* |

|  |  |
| --- | --- |
| [ ]  Other, please specify |  |

If you are invited to an interview, you will need to bring the appropriate documentation proving your right to work in the UK. We will store your application and right to work documentation securely throughout your application process.

We may hold your information for up to 12 months after we’ve finished recruiting for the post. We keep de-personalised statistical information about applicants to develop our recruitment processes, however no individual applicant would be identifiable from this information.

**I confirm that to the best of my knowledge the information given on both application forms is correct**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Please complete and return this form to: Recruitment, London Wildlife Trust, Dean Bradley House, 52 Horseferry Road, London, SW1P 2AF or send to recruitment@wildlondon.org.uk along with your application form. Please do not send CVs.**