## Yorkshire Wildlife Park

**Job Application Form**

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| Title of post applied for: |  | Job Ref: |  |

*Please refer to the accompanying guidance notes before completing this form. Please write clearly in black ink or type.*

1. **PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | Forename: |  |
| Former surnames if different: | |  | | | Title: |  |
| Address: | | | | | Tel No (home): |  |
| Tel No (business): |  |
|  | | | | | Tel No (mobile): |  |
| E-Mail address: | | |  | | | |
| Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | |
| Do you need a work permit to be employed in the UK? | | | Yes  No | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | |
| Where did you learn of the post? | | | |  | | |

1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(We may ask to see original documents should you be shortlisted to interview stage)

|  |  |  |
| --- | --- | --- |
| Secondary School / College / University | Examinations taken | Result and Date Obtained |
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| --- |
| Professional Qualifications currently held: how obtained and grade: |

|  |
| --- |
| Other relevant Educational or Training Courses: |

1. **PRESENT POST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of Post: |  | | | Salary/Grade: | |  |
| Name of Employer: |  | | | Business of Employer: | |  |
| Address: | | | | Date Commenced: | |  |
| Date Ended (if applicable): | |  |
|  | | | |  | |  |
|  | |  | |  | |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | |
| Reason for leaving or wishing to leave: | | |  | | | |
| Period of notice required to terminate present employment: | | | | |  | |

1. **PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Position(s) held | Date Commenced and Date Ended: | Reason for leaving | Final grade/ salary |
|  |  |  |  |  |
| Description of duties: | | | | |

**Previous employment continued:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Position(s) held | Date Commenced and Date Ended: | Reason for leaving | Final grade/ salary |
|  |  |  |  |  |
| Description of duties: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Position(s) held | Date Commenced and Date Ended: | Reason for leaving | Final grade/ salary |
|  |  |  |  |  |
| Description of duties: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Position(s) held | Date Commenced and Date Ended: | Reason for leaving | Final grade/ salary |
|  |  |  |  |  |
| Description of duties: | | | | |

1. **RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**

You should include here how your skills/ knowledge and experience meet the requirements of the Person Specification.

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|  |

1. **OTHER INFORMATION**

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| --- | --- | --- | --- | --- |
| Outside interests and activities: | | | | |
| Do you hold a current driving licence? | Yes  No | | Do you have access to a car? | Yes  No |
| Please give dates on which you will NOT be available for interview: | | | | |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | | Yes  No | | |
| If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010: | | | | |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

|  |  |
| --- | --- |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act? | Yes  No |
| If Yes, please provide further details: (Spent convictions do not have to be declared) | |

1. **REFERENCES**

**Referee 1 Referee 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | |
| Full Name: |  | | | Full Name: |  | | |
| Job Title: |  | | | Job Title: |  | | |
| Organisation: |  | | | Organisation: |  | | |
| Address: | | | | Address: | | | |
|  | | | |  | | | |
|  | |  | |  | |  | |
| Tel No: |  | | | Tel No: |  | | |
| E-mail address: |  | | | E-mail address: |  | | |
| Relationship: |  | | | Relationship: |  | | |
| Please state if we may obtain this reference prior to interview. | | | Yes  No | Please state if we may obtain this reference prior to interview. | | | Yes  No |

1. **DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Should I be successful in my application and the job role secured requires a Disclosure and Barring Service check, I consent to a copy of the DBS check to be kept on my personal file for the duration of my employment.

I understand that the information I have provided for the purposes of my application will be stored either on paper records or a computer system in accordance with General Data Protection Regulations. I understand that this information will be processed solely in connection with recruitment and that all unsuccessful applications will be destroyed six months after the closing date.

**Signature**:………………………………………………..

**Date:**……………………………………………………...

**Name:**…………………………………………………….