

EXAMPLE OF AN RZSS APPLICATION FORM



BEFORE YOU BEGIN

Thank you for considering RZSS as your future employer and taking time to complete this application form. This could be the first step in starting your career with a leading conservation charity! To complete this application form you will be required to provide information including your education and experience (including dates) as well as contact information of referees.

For online application: You may copy and paste information into the form, although you may need to reformat it. All data is automatically saved frequently. You can move from page to page and return to complete the form at a later time, without losing data.

Once you submit the form online, you will not be able to change the data.

POSITION DETAILS

Advert Reference: DEC20198694 239

Job Title: _____

Job Type: _____

Salary: _____ Location: _____

YOUR DETAILS

First Name: _____

Last Name: _____ Known As: _____

Address line 1: _____

Address line 2: _____

Town / City: _____ Postcode: _____

Country: _____

Email Address: _____

Home Telephone: _____ Mobile Telephone: _____

Eligibility to Work in the United Kingdom Are you eligible to work in the UK, in accordance with the Immigration & Asylum Act 1999? *

Yes No

Please Note: You must provide documentary evidence that you are entitled to work in the UK, without the need for RZSS to seek a work permit. Are there any restrictions regarding your employment? *

Yes No

ADDITIONAL INFORMATION

If the post applied for involves driving, please specify the type of driving license you hold?

Full UK License

Provisional UK License

No Driving License

Other

EDUCATION AND PROFESSIONAL DEVELOPMENT

Please list your education history that's relevant to the role you are applying for. If you are unsure of the exact start/end date, please select the first day of the month.

I do not have any vocational/professional qualifications

Institution Name: _____

Start Date: _____

End Date: _____

Qualification Type: _____

This can be replicated as required.

SUBJECTS AND GRADES

Include all subjects and grades obtained (e.g. Maths - C). Start with the most recent first

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

This can be replicated as required.

CONTINUING PROFESSIONAL DEVELOPMENT

Please list any course or training, which you have completed as part of your continuing professional development that's relevant to the role you are applying for. If you are unsure of the exact completion date, please select the first day of the month.

I do not have any relevant training

Course/Training Provider Name: _____

Name of course/training attended: _____

Completion date: _____

Certification /Qualification Achieve: _____

Professional Body Membership: _____

Name Of Professional Body: _____

Membership Level: _____ Date Joined: _____

I am not a member of a professional body: _____

This can be replicated as many times as required.

Please Note: If you are successful, you will be asked to provide original certificate(s) of relevant qualifications and membership of professional bodies.

EMPLOYMENT HISTORY

Please list in order, starting with the current or most recent previous employment and work backwards. If you are unsure of the exact start/end date please select the first day of the month.

I do not have any relevant employment history

Employer Name: _____

Current Employer: _____

Town/City: _____ Position: _____

End Date: _____ Salary: _____

Responsibilities: _____

_____ 500 words

Reason for leaving: _____

Gaps in Employment: _____

_____ 200 words

Please specify reasons and dates of any gaps in employment: _____

_____ 200 words

This can be replicated as required.

SUPPORTING STATEMENT

Please provide appropriate details in this section to support your application. Having considered the Role Profile, we are looking for evidence that you have the skills, knowledge, experience and competence required for the role, along with the personal attributes, behaviours and commitment to fully engage in our work. Please also make reference to why you are interested in working for RZSS.

Please provide relevant information regarding the essential / desirable knowledge required for the position (see Role Profile): _____

_____500 words

Please provide relevant information regarding the essential / desirable experience required for the position (see Role Profile) : _____

_____500 words

Please provide relevant information regarding the essential / desirable skills required for the position (see Role Profile) : _____

_____500 words

Please provide any other information you feel may support your application: _____

_____500 words

REFERENCES

Please provide details of two referees - one of which should be your current/most recent employer. All offers of employment are subject to receipt of satisfactory references.

Please check this box if this referee can be contacted

Reference Type: Academic Personnel Employment

First Name: _____ Last Name: _____

Position: _____

Referee's Organisation: _____

Relationship to you (i.e. supervisor, manager etc.) : _____

Email Address: _____

Postal Address: _____

Phone: _____

Please check this box if this referee can be contacted

This can be replicated as required. (if you have a reference from each referee and use when required)

DISCLOSING CONVICTIONS

Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants will be judged on their ability to perform the duties of the post applied for and convictions will only be taken into account if they are relevant to that type of work.

CONVICTIONS STATEMENT

I do not have any convictions, cautions, reprimands or warnings

I have at least one conviction, caution, reprimand or warning

DECLARATION

RZSS will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 2018, to assist in considering your application for employment and, if you become an employee, for purposes relating to your employment. Individuals have the right of access to personal data held about them.

For further information, please visit www.rzss.org.uk/privacy

BY SUBMITTING THIS APPLICATION:

- I declare that the information provided in relation to my application for employment with RZSS is, to the best of my knowledge and belief, true and complete.
- I understand that any offer of employment or appointment to a post with RZSS will be made on this basis and if I have failed to disclose information, or have given incorrect or misleading information, this may result in an offer or appointment being withdrawn or lead to disciplinary action being taken at a later date, including dismissal.
- I understand that all initial offers of employment are conditional e.g. subject to references, Disclosure Scotland and the eligibility to work in the UK, all of which must be satisfactory to RZSS.
- I confirm I have read and understood the above data protection statement and consent to RZSS processing my personal information as described in that section.