



**Leicestershire
& Rutland**
Wildlife Trust

Job Application Form

Thank you for your interest in working for Leicestershire and Rutland Wildlife Trust. To help us assess your suitability, please answer all the questions, and please do not attach a CV. We regret we are unable to acknowledge receipt of application forms. We will contact you if you are selected for interview.

We will accept the form completed electronically in typescript or hand-written in black pen. **Once completed, please send this form to ptrevor@lrwt.org.uk or by post to: The Volunteer Training Centre, Oakham rd, Hambleton, Oakham, Rutland, LE15 8TL.**

Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained.

Post applied for:	Assistant Reserve Officer		
Closing Date:	5/10/25	Interview Date:	13/10/25
Interview location: The Volunteer Training Centre, Oakham rd, Hambleton, Oakham, Rutland, LE15 8TL.			

Personal details:

Forename:		Surname:	
email address:			
Address:		Daytime phone:	
		Home phone:	
		Mobile phone:	

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

☐

No

☐

If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa,

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Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

☐

No

☐

Are you willing to drive Trust vehicles in line with our insurance policy and Employee Driver Handbook?

Yes

☐

No

☐

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment

About you Please tell us a little about yourself & why you would like this role:

Present / most recent employment:

Post held:			
Name of employer:			
Dates of employment:		Employer address:	
Notice period required:			
Current salary:			

Please give a brief description of your duties/responsibilities:

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Previous employment:

Position held:	Employer's name & address:	Dates of employment:

Training / Qualifications:

Please detail your academic qualifications, including GCSE's / O' Levels, further education if relevant:

Name of course(s):	Name of education provider (e.g. school, university)	Qualifications achieved:

Please detail any employment-related training or qualifications you may have attained:

Name of course/qualification:	Training/course provider (e.g. in-house, evening class)	Date course attended/completed:

Your relevant experience, knowledge and skills - and your ideas for the role

Please outline below how your experience, knowledge and skills meet the requirements of the Person Specification*, for the role and use examples to illustrate this. Please do not add any additional pages.

* Person Specification can be downloaded along with the Job Description from our website

And finally, briefly tell us a little bit more about you...

(does not have to be work-related)

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 one should be your current employer or your last employer if not currently employed. The second should be someone who is able to comment on your work abilities.

We will only contact your referees after interview.

Name:	
Position:	
Address:	
Postcode:	
Tel no.:	
email:	

Name:	
Position:	
Address:	
Postcode:	
Tel no.:	
email:	

Criminal Record:

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.

To help us with future recruitment, please tell us where you saw this post advertised:

Have you been interviewed for a role with Leicestershire and Rutland Wildlife Trust in the last two years?

Declaration:

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed 6 months after the closing date.

If it is discovered that you have given any information which you know to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct:

Date

Signed
