**Application Form Guidance Notes**

Thank you for showing interest in working for The Donkey Sanctuary.

The application form below is password protected and no amendments to the format can be made. Each section contains a grey area which allows text to be entered.

We recommend that you save the completed form, prior to returning it to us.

Please complete the form in full. Only information included on the application form will be considered for short listing purposes.

**Sorry but we are currently unable to accept CV’s for this role.**

Please use the following options for completed applications:

**Email:** [applications@thedonkeysanctuary.org.uk](mailto:applications@thedonkeysanctuary.org.uk)

**(Preferred Option)**

**Post:** Resources, Human Resources Department, The Donkey Sanctuary, Sidmouth, Devon, England, EX10 0NU

**If you have any questions regarding the completion of your application then please call the Resourcing Team:**

**Tel:** 00 44 (0)1395 204062

Office opening hours **Mon – Fri 8.30am – 4.30pm (GMT)**

(Please use the answerphone service outside of these hours)

**Should you be invited to interview, you will be asked to sign the declaration at that time.**

Resources Department

**APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vacancy applying for: | | | | Where did you hear about this vacancy? | | | | |
| **Personal Details** | | | | | | | | |
| Title: | First Names:  Known as: | | Middle Name: | | | Surname: | | Previous Name: |
| Address:  Postcode: | | | | | | | | |
| Mobile Tel: | | | | | Home Tel: | | Other: | |
| Email Address: | | | | | | | | |
| Date of Birth: | | | | | | | | |
| **Criminal Record** | | | | | | | | |
| If the post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) for further advice.  Do you have any unspent convictions? Yes  No | | | | | | | | |
| **If applying for a position which involves working with children or vulnerable adults and is exempt under the Rehabilitation of Offenders Act 1974, all convictions/cautions must be declared.**  Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes  No | | | | | | | | |
| If you have answered yes to any of the above, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.    **Option 2**: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately  (Please tick if appropriate.) | | | | | | | | |
| **Right to Work** | | | | | | | | |
| Do you require a Work Permit or Visa to work in the country of employment? *(Yes/No)*:  If yes, please provide details: | | | | | | | | |
| **References** | | | | | | | | |
| Please provide the name and address of two people who we may approach for a reference, one of which **must** be your present or most recent employer. **References will be taken up once the position has been accepted.** | | | | | | | | |
| **Name and position held**  **(if applicable)** | | | | | **Address** | | **Email** | |
| Present or Last Employer | |  | | |  | |  | |
| Second Reference | |  | | |  | |  | |
| **Declaration** | | | | | | | | |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.  I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post.  I understand and accept that checks may be carried out to verify the contents of my application form. In addition, I consent for my eligibility to work in country to be verified with the appropriate government agency if required and for my qualifications to verified with the appropriate body. | | | | | | | | |
| **Signed:** | | | | | | | | |
| **Print Name:** | | | | **Date:** | | | | |
| **Your Privacy**  **The Donkey Sanctuary and its charitable and trading subsidiaries will never sell your data.  We promise to keep your data safe and secure – please see the privacy notice for details about how we will look after your data.**  Do you agree to your details being kept securely on file for the next 12 months for the purpose of recruitment opportunities? : Yes  No | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education & Training** | | | |
| **School/College/University** | | **Level of Qualification & Subject** | |
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|  | |  | |
| Do you have a full, valid Driving Licence:  Date Obtained: | | Licence Type:  Licence Origin: | |
| **Please state any other skills, training, qualifications and professional memberships relevant to the role:** | | | |
| **Please state your hobbies and interests:** | | | |
| **Employment Record (latest position first)** | | | |
| **Job title:** | **Employer Name:** | | **Employer Address:**  **Postcode:** |
| **Dates of employment:**  **Main Duties:**  **Reason for Leaving:** | | | |
| **Job title:** | **Employer Name:** | | **Employer Address:**  **Postcode:** |
| **Date of Employment:**  **Main Duties:**  **Reason for Leaving:** | | | |
| **Job title:** | **Employer Name:** | | **Employer Address:**  **Postcode:** |
| **Dates of employment:**  **Main Duties:**  **Reason for Leaving:** | | | |
| **Job title:** | **Employer Name:** | | **Employer Address:**  **Postcode:** |
| **Dates of employment:**  **Main Duties:**  **Reason for Leaving:** | | | |
| **Why do you want to work for The Donkey Sanctuary?** | | | |
|  | | | |
| **In this section, please state how you meet the Essential Criteria listed within the Person Specification. Please ensure you provide supporting evidence. This may be based on your personal and work experience (including any voluntary work), education and training.** | | | |
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