

Application Form Guidance Notes



**THE DONKEY
SANCTUARY**

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
(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

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 be 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	
Do you have a full, valid Driving Licence: Please Select	Licence Type: Please Select	
Date Obtained:	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.

