

# THE HEREFORDSHIRE NATURE TRUST LTD APPLICATION FOR EMPLOYMENT



PLEASE COMPLETE THIS FORM USING TYPE OR BLACK INK

**POSITION APPLIED FOR:**

Have you ever previously applied and/or been interviewed for a position at the Trust?  
If so, please tell us the position applied/interviewed for and approximate date:

**PERSONAL DETAILS:**

Surname:	Forenames:
Address:	Telephone No: (home) (work) (mobile)
Post Code:	E-mail: (home) (work)
Current Driving Licence: YES/NO	National Insurance Number:

**Health Record:**

Please give details of any serious physical or mental illness in the last five years.

**NB:** The successful candidate may be required to complete a declaration of physical and mental fitness or a medical questionnaire. The Trust may require a statement from your Doctor.

Where did you learn of this position?

**EDUCATION and QUALIFICATIONS**

Please state here any job-relevant qualifications, attainment level and any professional qualifications, date achieved. If an overseas qualification, state UK equivalent.

Qualification	Date Achieved

**EMPLOYMENT:**

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done that is relevant to the role.

**CURRENT POSITION:**

Employer's Name:	Position Held:
Address:	Date Appointed:
	Present Grade:                      Salary:
	Notice Period
	Department (if applicable)
Post Code:	

**PREVIOUS POSITIONS:** (most recent position first)

Employer's Name and Address	Position Held	Salary	From	To

**RELEVANT EXPERIENCE & SKILLS:**

**Describe all experience and skills of relevance to the key areas of the job description and person specification. Please continue on additional sheets if necessary. Please, however, do not attach other documents such as CV's, copies of certificates or references, as these will not be considered during the shortlisting and selection process:-**

**REFERENCES:**

Please give the details of 2 referees, one of whom should be your present or last employer.

Name:  Address:  Post Code: Telephone No (office hours): * <input type="checkbox"/>	Name:  Address:  Post Code: Telephone No (office hours): * <input type="checkbox"/>
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**\* PLEASE TICK THE ABOVE BOXES IF YOU WISH TO BE CONSULTED BEFORE REFEREES ARE APPROACHED**

**DECLARATION:**

I declare that the information herein is, to the best of my knowledge, true and that there are no significant omissions.

Signed:.....

Date:.....

Please return the completed form to: Herefordshire Nature Trust  
Lower House Farm  
Ledbury Road  
Tupsley  
Hereford. HT1 1UT  
Fax No: (01432) 275489

*Herefordshire Nature Trust, Company Limited by guarantee and registered in England and Wales No: 743899. Registered Charity No. 220173, Registered Office: Lower House Farm, Ledbury Road, Tupsley, Hereford. HR1 1UT.*

**As we are a charity, and in order to reduce costs, only those applicants invited to interview will be contacted. If you have not been contacted within two weeks of the closing date please assume that you have been unsuccessful. Thank you for applying.**