



Candidate No: .....  
(office use only)

## APPLICATION FORM

PLEASE COMPLETE AND RETURN TO: -

**Heather Ball**  
**Lings House,**  
**Billing Lings,**  
**Northampton,**  
**NN3 8BE.**

**CLOSING DATE:** 08/09/08

APPLICATION FOR THE POST OF

Planning and Biodiversity Officer

**NOTES:**

- PLEASE COMPLETE IN BLACK PEN OR TYPESCRIPT
- THIS FORM IS AVAILABLE ON OUR WEBSITE [www.wildlifebcnp.org](http://www.wildlifebcnp.org) OR WE CAN E.MAIL IT TO YOU UPON REQUEST:  
[heather.ball@wildlifebcnp.org](mailto:heather.ball@wildlifebcnp.org)
- PLEASE DO NOT ATTACH A CV AS IT WILL NOT BE CONSIDERED
- PLEASE ANSWER ALL QUESTIONS

## 1. PERSONAL DETAILS

**SURNAME:**

**FIRST NAME:**

**ADDRESS:**

**TELEPHONE NOS:**  
**HOME:**

**DAYTIME:**

**E.MAIL:**

.....**POSTCODE** .....

## 2. PRESENT OR MOST RECENT EMPLOYMENT

**EMPLOYER'S NAME AND ADDRESS:**

**POST HELD:**

**DATES OF COMMENCEMENT AND LEAVING:**

**PERIOD OF NOTICE REQUIRED:**

**POSTCODE**.....

Please give a brief description of the your present/most recent duties and responsibilities:

### 3. PREVIOUS EMPLOYMENT

FROM: MONTH/YEAR	TO: MONTH/YEAR	EMPLOYER	POSITION

### 4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS

DESCRIPTION OF COURSE(S) UNDERTAKEN AND RELEVANT QUALIFICATIONS OBTAINED (INCLUDING DEGREES, DIPLOMAS, CERTIFICATES, SPECIALIST IN-HOUSE TRAINING, SHORT COURSES ETC)	DATES

## 5. CRIMINAL RECORD

PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979.

## 6. REFERENCES

*Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.*

<b>(1) NAME:</b> .....	<b>(2) NAME:</b> .....
<b>ADDRESS</b> .....	<b>ADDRESS:</b> .....
.....	.....
.....	.....
.....	.....
<b>POSTCODE</b> .....	<b>POSTCODE</b> .....
<b>POSITION:</b> .....	<b>POSITION:</b> .....
<b>TELEPHONE NO:</b> .....	<b>TELEPHONE NO:</b> .....
DO YOU HAVE ANY OBJECTIONS TO REFERENCES BEING SOUGHT PRIOR TO INTERVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## 7. ADDITIONAL INFORMATION

*Before completing this section, please read the enclosed essential skills and qualities carefully. Use the fourteen points listed in the job description as headings. You should clearly demonstrate how your skills, knowledge, qualifications, training and experience, gained in employment or elsewhere, meet both the principal responsibilities of the job and those qualities considered essential and desirable in a successful candidate. (Continue on back page and attach one additional sheet if necessary.)*

Large empty rectangular area for form content.

**I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**

SIGNATURE ..... DATE .....