

APPLICATION FOR EMPLOYMENT

- Please complete fully in black ink (whether electronic or handwritten)
- On request, we can provide information and receive applications in formats such as audio or large print.

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| Position applied for: |
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PERSONAL DETAILS

PRIVATE AND CONFIDENTIAL

| | |
|--|---|
| Surname | Other Names |
| | Known As |
| Permanent Address: | Temporary Address (if any): |
| | Date contactable until at this address: |
| Telephone Number: | Telephone Number: |
| E-mail address: | Mobile Number: |
| If you can be contacted at work, please provide a telephone number: | |
| <p>Do you hold a valid clean driving licence? YES/NO</p> <p>If no, please provide details.</p> <p>How many years' driving experience do you have? <input style="width: 40px; height: 20px;" type="text"/> years</p> <p><i>Only complete this section if the post you are applying for requires you to drive. Please refer to the job description to see whether this is the case.</i></p> | |
| <p>Are you eligible for employment in the United Kingdom? YES/NO</p> <p><i>Please state what documentation you can provide in order to demonstrate this, eg: British passport, Birth certificate, European Economic identity card; National Insurance number</i></p> | |

Have you ever been convicted of any criminal offence (other than a minor motoring offence) or are there any charges outstanding, which are not 'spent' within the meaning of the Rehabilitation of Offender Acts 1974 (or in Northern Ireland, the Rehabilitation of Offenders (NI) Order 1978), or are there other matters that might be relevant that we should know about?

YES/NO

If yes, please give details:

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 (or in Northern Ireland, the Rehabilitation of Offenders (NI) Order 1978). (Please refer to the job description to see whether the nature of the job you are applying for requires you to disclose 'spent' convictions and to undergo a DBS check). Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

EDUCATION

| Dates | | Name of School/College (from age 11) | Qualifications gained (subjects and grades) |
|--|----|---|---|
| From | To | | |
| | | | |
| Professional or other qualifications including membership of professional and/or scientific societies: | | | |
| Relevant training courses: | | | |
| Interests, Sports, Hobbies: | | | |

PRESENT (OR MOST RECENT) EMPLOYMENT

Please complete this employment section whether or not you have previously submitted a full C.V.

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|--|--|------------------------------|--|
| Name and Address of Employer: | | Post or Appointment held: | |
| Employer's Business | | Brief description of duties: | |
| Date started: | | | |
| Why do you wish to leave your present employment? | | | |
| Notice to end present job (or date most recent job ended): | | | |

EMPLOYMENT HISTORY

Please account for all gaps in employment and continue on a separate sheet if necessary.

| Dates | | Name and address of employer (most recent first) | Job title and brief description of duties | Reasons for leaving |
|-------|----|---|--|------------------------|
| From | To | | | |
| | | | | |

PLEASE ANSWER THE FOLLOWING QUESTIONS FULLY:

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|--|-------------------|
| 1. Are you a member of this Association? YES/NO | |
| If yes, please quote your membership number: | |
| If no, would you like to receive information about membership? YES/NO | |
| 2. Are you a member of any other countryside or field sport organisation? YES/NO | |
| If yes, which? | |
| 3. Have you applied previously for a BASC staff post? YES/NO | |
| If yes: Which post? | |
| When? | |
| 4. Where did you see this post advertised? | |
| Starting salary sought: £ | Current salary: £ |
| Please use the space below to say why you are interested in the advertised job and to demonstrate how you meet the key competencies outlined in the job description. | |
| <i>Continue on a separate sheet if necessary</i> | |

REFERENCES

| | |
|--|----------------------------------|
| <ul style="list-style-type: none">▪ Please write in BLOCK CAPITALS. ▪ Please give details of three referees (preferably current and past employers). At least two references must be from your present and last employers (or college tutor whichever is more recent). ▪ Please mark X in box provided against any that you do not wish to be contacted at this stage. ▪ NOTE: Original testimonials must NOT be forwarded | 1. Name <input type="checkbox"/> |
| | Position |
| | Address |
| | Tel: Email: |
| | 2. Name <input type="checkbox"/> |
| | Position |
| | Address |
| | Tel: Email: |
| | 3. Name <input type="checkbox"/> |
| Position | |
| Address | |
| Tel: Email: | |

Your Declaration

I understand the following:

- *You will use the information I have provided to process my application for employment;*
- *During the application process you may check some of the information I have provided with other sources, including government departments, the Disclosure and Barring Service and any referee that I've given my consent for you to approach;*
- *You may also get other information about me from the referees I provide regarding my suitability for the role;*
- *You will retain information concerning my application for as long as is reasonably necessary to lawfully process my application and protect your legitimate interests. Usually this will mean my information is destroyed 6 months after the application process ends, unless my application for employment is successful, in which case it will be retained as part of your employment records and dealt with in accordance with your Data Protection Policy and Privacy Notice (employment), a copy of which will be made available to me, if and when I commence employment;*
- *By signing this application form, I am confirming that the information given on this form is, to the best of my knowledge, true and complete; and*
- *Any false information I give may result in (a) rejection of my application, (b) withdrawal of any offer you have made or (c) termination of employment if I have commenced employment with you.*
- *I do not have to complete the attached equal opportunities monitoring form. The information I do provide in this form will be detached from my application and will only used for equal opportunities monitoring purposes.*

Signature:

Date:

The completed form should be returned by post or email, in order to be received before the closing date (see advert/job description).

By email to: recruitment@basc.org.uk

- By ticking this box, I consent to you retaining my details for 6 months with the purpose of contacting me about other vacancies and opportunities that you believe may be of interest to me. I understand I can withdraw this consent at any time by emailing you at: **recruitment@basc.org.uk**

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

The British Association for Shooting and Conservation recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

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| Post applied for: |
|--------------------------|

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| White: <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background* |
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| Mixed: <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background* |
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| Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background* |
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| Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background* |
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| Chinese or Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Other Ethnic Group* |
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|-----------------|
| *Please specify |
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| Gender Please specify |
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|-------------|
| Age: |
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| Do you consider yourself to have a disability: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please state nature of disability: |
| The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities" |

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| If you wish, you may disclose information about yourself in this section about your: |
| Religion |
| Sexual orientation |

Thank you for taking the time to complete this form. Please return it to Human Resources Department, BASC, Marford Mill, Rossett, Wrexham LL12 0HL or email to recruitment@basc.org.uk