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| BC small Application Form | | | | | | | | |
| Please complete this form in type or black ink, sign the application form and either email it to [HR@butterfly-conservation.org](mailto:HR@butterfly-conservation.org) or send it to:  **Human Resources, Butterfly Conservation, Manor Yard, East Lulworth, Wareham, Dorset, BH20 5QP** | | | | | | | | |
| **POSITION APPLIED FOR:** | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | |
| Mr/Mrs/Ms/Other (State):  Surname:  First Names:  Address: | | | | Work Telephone No:  May we ring you at work? Yes/No  Home Telephone No:  Mobile Telephone No:  E-mail Address: | | | | |
| **PRESENT EMPLOYMENT (or if now unemployed, details of last employment):** | | | | | | | | |
| Name and Address of Employer: | | | | | Job Title:  Present Salary:  From (Month/Year):  To (Month/Year): | | | |
| Please give a brief description of your position, your responsibilities and key achievements:  (Continue on a separate sheet if necessary) | | | | | | | | |
| What notice period do you have to give? (If applicable): | | | | | | | | |
| **EDUCATION AND QUALIFICATIONS - Please give details of your education and qualifications obtained:** | | | | | | | | |
| Schools/Colleges etc: | | From:  (Month/Year) | | To:  (Month/Year) | | | Examinations Passed  Qualifications Obtained | |
|  | |  | |  | | |  | |
| Details of any further qualifications obtained or relevant courses attended: | | | | | | | | |
| Details of membership of professional/trade organisation: | | | | | | | | |
| Do you hold a full driving licence? Yes/No  Do you have any points on your licence? (please state) | | | | | | | | |
| **EMPLOYMENT HISTORY - Please give details of your previous employment (starting from the most recent):** | | | | | | | | |
| Name of Employer | From:  (Month/Year) | | To:  (Month/Year) | | | Salary: | | Job title, description of the post and reason for leaving: |
|  |  | |  | | |  | |  |
| **EMPLOYMENT HISTORY – continued** | | | | | | | | |
| Name of Employer | From:  (Month/Year) | | To:  (Month/Year) | | | Salary: | | Job title, description of the post and reason for leaving: |
|  |  | |  | | |  | |  |
| INTERESTS | | | | | | | | |
| **ADDITIONAL INFORMATION - Please set out any additional information (including relevant experience) to demonstrate your ability to succeed in the role and your reasons for applying.**  **Use one extra sheet if necessary**: | | | | | | | | |
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| **ADDITIONAL INFORMATION - continued** | |
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| **REFERENCES - Employment Related**  **Please give the names and contact details of two people to whom we may apply for a reference (one of these should be your current/most recent employer):** | |
| Reference 1 | Reference 2 |
| Name:  Address:  Email Address:  Telephone No:  Relationship: | Name:  Address:  Email Address:  Telephone No:  Relationship: |
| May we approach the above without further reference to you prior to an interview? Yes/No | |
| Are you likely to be available on the interview date? Yes/No | |
| Have you previously applied for a position with Butterfly Conservation? Yes/No  If yes, please give details: | |
| Do you have any criminal convictions? Yes/No  If yes, please give details: | |
| **I declare that the information provided in this application form is, to the best of my knowledge, correct and, if I am appointed, will form part of my contract of employment.**  **Signed:**  **Date:** | |
| Butterfly Conservation.  Company Limited by guarantee, registered in England (2206468)  Registered Office: Manor Yard, East Lulworth, Wareham, Dorset BH20 5QP.  Charity registered in England & Wales (254937) and in Scotland (SC039268) | |