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| BC smallApplication Form |
| Please complete this form in type or black ink, sign the application form and either email it to 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/NoHome 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 |
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| 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/NoDo 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: |
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| 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/NoIf yes, please give details: |
| Do you have any criminal convictions? Yes/NoIf 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) |