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| Job Application Form | | | | |
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| Application for the post of: Executive Assistant | | | | |
| Closing date**: 9am Monday 28th July 2025** | | Interview date: **TBC** | | |
| Notes Do **not** attach a CV as it will not be considered  Complete in black pen or typescript for copying purposes  Answer all questions unless informed they are optional  Personal information is used for monitoring purposes only and will not be used in the sifting of applications | | | | |
| Present or most recent employment | | | | |
| Employer’s name and address:  Click or tap here to enter text. | | Post held:  Click or tap here to enter text. | | |
| Date of starting:  Click or tap here to enter text. | | |
| Date of leaving: (and reason why)  Click or tap here to enter text. | | |
| Period of notice required:  Click or tap here to enter text. | | |
| Brief description of your duties and responsibilities in this post:  Click or tap here to enter text. | | | | |
| Previous employment | | | | |
| Employer  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Position / duties and responsibilities  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | From  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | To  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |

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| Education | | |
| Secondary education | Qualifications gained | Grade / level |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Further / higher education | Qualifications gained | Grade / level |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Relevant training courses | | |
| Description of courses undertaken / qualifications obtained | | Dates |
| Click or tap here to enter text. | | Click or tap here to enter text. |

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| 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 or education provider if not currently employed). The second should be a **character reference.**  **If you do not have a previous employer, then please list an education reference or second character reference contact**  **Please provide a current email address as this will help us to get quicker response.** | | | | | |
| Employer reference  Name:  Click or tap here to enter text. | | | Character reference  Name:  Click or tap here to enter text. | | |
| Address:  Click or tap here to enter text. | | | Address:  Click or tap here to enter text. | | |
| Position:  Click or tap here to enter text. | | | Position:  Click or tap here to enter text. | | |
| Telephone number:  Click or tap here to enter text. | | | Telephone number:  Click or tap here to enter text. | | |
| Email address:  Click or tap here to enter text. | | | Email address:  Click or tap here to enter text. | | |
| Can this reference be taken  up before interview? | Yes ☐ | No ☐ | Can this reference be taken  up before interview? | Yes ☐ | No ☐ |

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| Criminal record |
| Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act 1974. *This post is excepted from the Act and may be subject to a disclosure and barring check in line with our policy on work involving contact with children and vulnerable adults.*  Click or tap here to enter text. |

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| Skills | | |
| Do you hold a full UK driving licence? | Yes ☐ | No ☐ |
| Does your licence entitle you to drive a minibus? | Yes ☐ | No ☐ |
| Do you have your own vehicle? | Yes ☐ | No ☐ |
| Does your licence entitle you to tow a trailer? | Yes ☐ | No ☐ |
| Do you have a current first aid certificate?  If yes please give the qualification title  Click or tap here to enter text. |  |  |
| In which computer packages are you literate?  Click or tap here to enter text. | | |

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| Additional information in support of your application | |
| Before completing this section, please read the enclosed job description including the person specification. In this section you should ensure you explain how you meet the essential criteria for the job giving examples from work and /or your personal life experiences which relate to the job description. In addition outline any of the desirable criteria that you meet, also giving examples. A maximum of two A4 pages at font size 12 will be accepted for this section. | |
| Click or tap here to enter text. | |
| I confirm that to the best of my knowledge the information given on the whole of this completed application form is correct | |
| Signature:Click or tap here to enter text. | Date:Click or tap here to enter text. |
| **Please note that any offer of employment with Staffordshire Wildlife Trust will be subject to references deemed suitable by Staffordshire Wildlife Trust to meet the requirements of the job and a satisfactory Disclosure and Barring check if required for the role.** | |

Your personal details will not be used as part of the selection process; they are for monitoring purposes only.

Your contact details will be required should you be successfully chosen for interview.

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| Personal details | |
| Your full legal name:  Click or tap here to enter text. | Name you prefer to be known as:  Click or tap here to enter text. |
| Address:  Click or tap here to enter text. | Telephone Home:  Click or tap here to enter text.  Daytime:  Click or tap here to enter text.  Email:  Click or tap here to enter text. |
| Do you volunteer with Staffordshire Wildlife Trust? If yes what role do you undertake?  Click or tap here to enter text. | |

**Disability**

Please note that the following questions are asked solely in order that we can understand whether any additional assistance might be necessary to enable you to attend an interview and/or carry out your role, if successful at interview.

Do you consider that you have a disability? Yes☐ No☐

If ‘yes’ please state the nature of your disability

Click or tap here to enter text.

Would you need any special assistance to facilitate you carrying out this role? If so please explain:

Click or tap here to enter text.

Do you need any special assistance in attending an interview? If so please give details:

Click or tap here to enter text.

*(a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities)*

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| Where did you see this job advertised?Click or tap here to enter text. |

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| How many days off work sick have you had in the last 12 months?Click or tap here to enter text. |

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| **Please note that completion of the following section of the application form is optional. Any information you do provide in this section will be used by us purely for the purpose of equal opportunities monitoring.** | | | | |
| **Ethnicity : please tick one response from one column** | | | | |
| **White** | **Asian or Asian British** | **Black or Black British** | **Mixed** | **Chinese or other ethnic group** |
| White British☐ | Indian ☐ | Black or Black British ☐Caribbean | Mixed White and Black☐ Caribbean | Chinese☐ |
| White Irish☐ | Bangladeshi☐ | Black or Black British ☐African | Mixed White and Black☐ African |  |
|  | Pakistani☐ |  | Mixed White and Asian☐ |  |
| Any other White background, please specify  Click or tap here to enter text. | Any other Asian background, please specify  Click or tap here to enter text. | Any other Black background, please specify  Click or tap here to enter text. | Any other Mixed background, please specify  Click or tap here to enter text. | Any other ethnic group please specify  Click or tap here to enter text. |
| Religion:Click or tap here to enter text.  Sexual orientation:Click or tap here to enter text.  Gender:Click or tap here to enter text.  Pronouns:Click or tap here to enter text. | | | | |

Please return your completed application form by email to: jobs@staffs-wildlife.org.uk

Or by post to:

In Confidence

Mrs Carol Gamble

Head of HR & Support Services

Staffordshire Wildlife Trust

The Wolseley Centre

Wolseley Bridge

StaffordST17 0WT

NB if returning by post please be aware that we do not receive our post until after 2pm.