

CONFIDENTIAL



EMPLOYMENT APPLICATION

(To be completed IN FULL and accompanied by a CV)

Surname		Title		First names					
Address				Tel. no. (home)					
				(work/mobile)					
Post Code				EMAIL:			Place of birth		
				Nat. Ins. no.					
Do you need a work permit to work in the UK? YES/NO				Do you have a full, valid driving licence?					
<i>(In order to comply with the Asylum & Immigration Act 1996, any offer of employment will be subject to documentation showing your entitlement to work in this country.)</i>									
Position applied for				Date available to start					
Where did you hear of this vacancy?				Have you previously applied for a post at the BTO? YES / NO					
				Post applied for					
				Interviewed? YES / NO					
QUALIFICATIONS Please give full details including years, educational establishment, grades, etc. <i>(If these details are available on your CV please provide a summary here)</i>									

PLEASE SUMMARISE YOUR RELEVANT EXPERIENCE FOR THIS POST (you may continue on a separate sheet if required)

PLEASE SUMMARISE HERE WHAT INTERESTS YOU IN THIS POST (you may continue on a separate sheet if required)

INTERESTS (INCLUDING MEMBERSHIP OF SOCIETIES)

The work of the BTO often involves work in the field. Are you physically able to undertake such work?

A strength of the BTO is that it is able to give impartial comments on matters of conservation interest. Do you have any reason why you are not able to make impartial comments?

Present employer's name and address	Your position and duties	From _____ To _____
		Salary & other benefits
		Reason for leaving
Previous employer's name and address	Your position and duties	From _____ To _____
		Salary & other benefits
		Reason for leaving
Previous employer's name and address	Your position and duties	From _____ To _____
		Salary & other benefits
		Reason for leaving

If you are selected for interview, you should advise the BTO if you have any special requirements beyond those available in a normal office environment.

REFERENCES (*To be taken up in the event of interview*) If you DO NOT wish any reference to be taken up at this stage enter a 'X' in the relevant box. Please give the names, addresses and telephone numbers of two persons who may be contacted for a reference in connection with your application. One of these must be your present or most recent employer.

1. Present / Last Employer

Name:

Address:

Post Code:

Telephone No.

Email Address:

2. Other Referee

Name:

Address:

Post Code:

Telephone No.

Email Address:

GOOD SCIENTIFIC PRACTICE

The BTO expects its scientific work to be conducted to the highest standards and has a Statement of Good Scientific Practice which sets out the principles upon which we base our work. In accordance with this Statement new scientific staff are required to disclose the following information:

Have you been held to have committed scientific misconduct within the last ten years, or are you under formal investigation for any cases of scientific misconduct, in any previous employment? **YES / NO**

If you are appointed and it comes to light subsequently that you have misrepresented this information, you may be dismissed.

REHABILITATION OF OFFENDERS ACT 1974

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant to the post. 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. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).

Have you been convicted of a criminal offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? **YES / NO**

Are there currently any outstanding charges against you? **YES / NO**

If your answer to either of the above is 'yes', please provide details on a separate sheet. Please state the position applied for and give details of your conviction, including the date and nature of offence, date of conviction and sentence imposed. The sheet should be enclosed in a sealed envelope, addressed to the Personnel Officer and marked 'Private & Confidential'.

Certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare **ALL** criminal records, spent or unspent. The job particulars will state if the post for which you are applying is such a position.

If you are appointed and an unspent conviction which you have not disclosed subsequently comes to light, you may be dismissed.

DATA PROTECTION

For the purposes of the Data Protection Act, the Data Controller is the Director of Services at the BTO. The information provided on this application may be stored in manual and computer files and used for personnel administration only.

You are required to sign the declaration below certifying that all the information you have provided is accurate and that you agree to the information being processed within the guidelines of the Data Protection Act. BTO may wish to verify any of the details provided as part of your application.

DECLARATION

I declare that to the best of my knowledge the information given in this application and any accompanying documents(s) is true, with nothing having been omitted that would affect this application. I agree to the information being held and processed within the guidelines of the Data Protection Act 1998.

Signed Date.....

Completed applications should be marked 'Confidential' and returned to the person named in the Job Specification.