

**Chiltern Rangers CIC**

**Application Form- Private and Confidential**

# Please Note That CVs Will Not Be Considered

***Chiltern Rangers is an equal opportunities employer and welcomes applications from all sections of the community.***

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 1 will be detached from the rest of the application and will be held by administration.*

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| Job Details | | | |
| Post applied for: | **ASSISTANT RANGER** | | |
| Personal Details | | | |
| Family Name: | | Forename(s): | |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): | | | |
| Address: | | | |
| Telephone numbers  Home: | | Mobile:  Work: | |
| Personal email: | | | |
| Where did you see this position advertised?: | | | |
| **Asylum and Immigration Act 1996.**  **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Chiltern Rangers that the Asylum and Immigration Act 1996 is being complied with.** | | | |
| Do you require a work permit to work in the UK? | | | Yes/No |
| References *(at least one to be work-related where possible)* | | | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Name of Organisation: | | Name of Organisation: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| How long have you know this person and in what capacity? | | How long have you know this person and in what capacity? | |
| Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | | Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | |

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| **Name of Applicant:**  **(please print your name clearly)** |  |

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| Present or Most Recent Employment | | | | |
| Name & Address of employer:  Post Code: | | | | |
| Job Title: | | | Dates employed: | |
| Period of notice required: | | | | |
| Please give a brief outline of your main responsibilities: | | | | |
| Previous Employment *Please list all previous employment in chronological order (most recent first).*  *Curriculum Vitae and application forms will be checked for unexplained gaps in employment* | | | | |
| Date to and from | Name & Address of Employer | Job Title and outline of main responsibilities | | Reason for leaving |
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| Education & Qualifications*Please give details of all educational qualifications obtained and those currently being pursued* | | |
| Name of School, College, University, etc | Subjects studied / Qualifications worked towards | Grades and year obtained |
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| TRAINING *This includes trade/professional training, government training schemes,*  *apprenticeships, short courses and secondments* | | |
| Course Title | Organisation | Dates |
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| Membership of Professional Institutes | | |
| Institute | Level of Membership | Year of Award |
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| Other Experience *Details should be given for any period not accounted for by full-time employment, education*  *and training, eg unemployment or voluntary work.* | |
| Experience | From/To |
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| Information in Support of Your Application If further space is needed, please continue on a separate A4 sheet. | | | |
| Please tell us why you are applying for this post: | | | |
| Please detail any experience you have working with people including volunteers,  local community groups, people with additional needs and any others: | | | |
| Please let us know your conservation experience including habitats you have worked in and practical management techniques you have employed. | | | |
| Use this section for anything else you want to let us know in support of your application: | | | |
| The Working Time Regulations 1998 *(please refer to the Guidance Notes for Job Applicants)*  **Employment which you intend to continue if successfully appointed to the post applied for.**  *Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.* | | | |
| Part 1 – No other Employment I confirm that I do not have any other employment.  Signature: Print Name: Date: | | | |
| **Part 2 – Other** **Employment (including any freelance or self-employed work)**  All other employment that I have is detailed below: | | | |
| Job Title & Organisation | Number of hours per week including overtime | Start Time  *(please use 24 hour clock)* | End Time  *(please use 24 hour clock)* |
|  |  |  |  |
| Signature: Print Name: Date: | | | |

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| Medical History or State of Health | | |
| Is there anything concerning your medical history or state of health that is relevant to this application? | | |
| How many days of work have you missed in the last 12 months due to illness or injury? | |  |
| Please give details. |  | |

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| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Chiltern Rangers uses the Disclosure and Barring Service to assess applicants’ suitability for positions of trust. Unless the nature of the position allows Chiltern Rangers interviewing managers to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Chiltern Rangers. |
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| Additional Information | | | |
| **Driving Licence:** | | | |
| Do you hold a current driving licence? | Yes/No | Are you a car owner or do you have access to a car? | Yes/No |
| If YES, please state the type of licence you hold: | | | |
| Do you have any current endorsements? | | | Yes/No |
| If YES, please specify: | | | |

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| Declaration |
| I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  **Data Protection**:  **Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.**  I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, a DBS check will be applied for.  I consent to my personal information being held by the organisation for the administration of my Contract of Employment.  Signed: Date:  Name:  *If this form has been completed electronically, please indicate your consent Yes / No*  *and, if you are invited for interview, please remember to bring a signed copy of this form with you.* |

**Equal Opportunities Monitoring Form**

Chiltern Rangers believes in equality of opportunity and recognises that diversity creates a strong, flexible and creative workforce. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary, totally confidential and will not affect your application. Please click here to complete: <https://forms.gle/kJqw617zvAb5cco48>

Thank you for completing this application form.

**Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

# Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

# Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Buckinghamshire, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria

# Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Chiltern Rangers may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Chiltern Rangers will have the following options:

* Not to offer you the appointment.
* Offer the appointment on reduced hours.
* Offer the appointment providing the other work is relinquished (or the hours reduced).
* Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

# References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful DBS check, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.