

Bats without Borders application form

 Date: February 2023

**Guidelines for applicants**

Please read these notes carefully before completing the application form. The job description provides information about the role, skills, experience and attributes needed for the role and a summary about Bats without Borders, the impact of the role and our Equality, Diversity and Inclusion statement.

**Job description**

This describes the objectives and duties of the job for which you are applying. You

should check that you feel able to undertake the duties of the job (and have relevant experience) before applying.

Please give examples of how your achievements are relevant to this job description

when completing Section 4.

**About the role, about you and essential and desirable skills**

This describes the skills, experience, knowledge and other factors we shall be looking

for when selecting applicants.

Please read this carefully and provide information and evidence on how you fulfill each point when answering Section 4 on the application form.

It is very important that you complete Section 4 accurately and concisely, giving

evidence of skills and experience where possible.

**General information**

Please complete the application form electronically and e-mail it (along with your Equality and Diversity monitoring form to Ruth Fraser - info@batswithoutborders.org

All applications must be made using our application form, please do NOT send CVs as we will be unable to use them as part of the screening process.

Application for employment

**Job details**

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| Job applied for: |

**Section 1: personal details**

|  |  |
| --- | --- |
| First name | Surname |
| Address | E-mail address |
| Cell number |
| If you are currently working, how much notice do you need to give your employer? |

**Section 2: work history**

Please tell us about your work history including any part time or voluntary work, starting with the most recent. Create more rows if necessary.

| **Name and address of employer** | **Job title and main duties** (state if full/part-time or voluntary) | **From** | **To** | **Reason for leaving** |
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**Please give details of your main duties and achievements in your present or most recent job.**

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**Section 3: education and qualifications**

Please list your educational history and qualifications, starting with the most recent (use extra sheets if needed).

| **Dates**  | **Qualification**  | **Where this was gained**e.g. secondary school, college, or university | **Grade** |
| --- | --- | --- | --- |
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**Other training or affiliations** (e.g. membership of professional bodies, training courses etc.)

| **Course/Qualification title**  | **Date**  | **Where this was gained** |
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**Section 4: experience**

Please explain how your experience and skills suit the post by addressing all the points in the job description (use extra sheets if needed).

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**References**

If you have worked before or are currently working, one of your referees must be your present or last employer.

**Please note: we will not contact your referees before your interview unless we have your permission.**

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| --- | --- |
| **Referee 1** | **Referee 2** |
| Title (e.g. Dr, Ms, Mr) | Title (e.g. Dr, Ms, Mr) |
| First name | First name |
| Surname | Surname |
| Position | Position |
| Organisation | Organisation |
| E-mail address | E-mail address |
| Type of reference (indicate in **bold**)Employer Personal Academic | Type of reference (indicate in **bold**)Employer Personal Academic |

I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true and correct. I understand that, should I have deliberately made a false or misleading statement on this form, my future employment can be terminated without notice.

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| --- | --- |
| Signature | Date |
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