

# APPLICATION FORM

**POST APPLIED FOR:**                    ENVIRONMENTAL EDUCATION OFFICER

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Title: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## EMPLOYMENT HISTORY

Provide details here of your employment history starting with your current or most recent employer. You can include voluntary work.

Employer's Name & Address	Dates From-To		Job Title / Brief description of duties	Final Salary	Reason for leaving

## EDUCATION AND QUALIFICATIONS

Name of Institution / School & Location	Qualifications	Dates From-To		Grade/Level achieved

(Continue on a separate page if necessary)

## TRAINING

Please state here any relevant training, dates and attainment level.

Training / Activity	Dates From-To		Qualifications (if applicable)

## ICT

(Please indicate your level of experience, giving examples in the relevant ICT categories)

Word Processing	
Spreadsheets	
Presentations: Creation and Delivery	
Website design and maintenance	

## OTHER DETAILS

Do you have a full, valid Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, when did you pass your test?	
Have you experience of managing accounts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give details of any relevant experience	
Do you have an enhanced Disclosure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please give details	
Period of notice required by your current employer?		Do you need a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you see this vacancy? (If on the Internet, please state which website)			

## ADDITIONAL INFORMATION

Please refer to the Job Description and Person Specification when completing this section.

**BCG is an Equal Opportunities Employer and will not discriminate on grounds of past medical condition, disability or criminal record.**

Do you have a criminal record (including any spent convictions)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any prolonged illness or disability.	

## REFERENCES

Please give names, addresses and contact numbers of two people from whom we may obtain work experience and character references. One must be your current or most recent employer.

Referee One		Referee Two	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone		Telephone	
E-mail		E-mail	
In what capacity does your referee know you?		In what capacity does your referee know you?	
May we take up a reference from your current employer prior to the Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**BCG will keep the information you have supplied confidential.**

## DECLARATION

I agree to the use of my personal data in accordance with the Data Protection Act 1998. I confirm that to the best of my knowledge the information given is correct. I also confirm that I am legally entitled to work in the United Kingdom.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**SCOTTISH  
NATURAL  
HERITAGE**



## **NOTES FOR GUIDANCE**

**A Covering letter and / or C.V. will be accepted only when accompanied by the completed application form.**

- Please use the information provided in the Job Description and Person Specification to Demonstrate that you have the skills, knowledge and experience to take up the post.
- Further information about BCG can be seen on the website: **[www.bcggroup.freeserve.co.uk](http://www.bcggroup.freeserve.co.uk)**
- Closing date for applications is: Tuesday 21 July 2009.

### **INTERVIEWS**

- All suitable candidates will be sent interview appointment times by email.
- Interviews are conducted by BCG committee members and possibly a representative from SNH
- All candidates will be notified of the result by email.

### **OFFER OF EMPLOYMENT**

This post is full time. Evening and weekend work will be required on occasions.  
An offer of employment with a two year contract is subject to:

- Proof of eligibility to work in the UK.
- Acceptable references to BCG.
- Availability to start the post beginning of August.
- Satisfactory completion of a probationary period.

**PLEASE EMAIL THE COMPLETED APPLICATION FORM TO BUCHAN COUNTRYSIDE GROUP AT [ekf@airdlin.com](mailto:ekf@airdlin.com)**

**Thank you for your interest.**