



Barn Owl Trust

Job Application form

Please complete this form in type or black ink, sign the application form and either email it to gillian@barnowltrust.org.uk or post to: **Barn Owl Trust, Waterleat, Ashburton, Devon TQ13 7HU**

1) POSITION APPLIED FOR:

Community Engagement and Legacy Officer

2) HOW DID YOU HEAR ABOUT THIS VACANCY?

3) PERSONAL DETAILS

Mr/Mrs/Ms/Other (State):

Surname:

First Names:

Address:

Work Telephone No:

May we ring you at work?

Yes/No

Home Telephone No:

Mobile Telephone No:

E-mail Address:

4) PRESENT EMPLOYMENT (or if now unemployed, details of last employment):

Name and Address of Employer:

Job Title:

Present Salary:

From (Month/Year):

To (Month/Year):

May we contact your current employer? Yes / No

Please give a brief description of your position, your responsibilities and key achievements:
(Continue on a separate sheet if necessary)

Reason for leaving:

What notice period do you have to give? (If applicable):

5) EDUCATION AND QUALIFICATIONS - Please give details of your education and qualifications obtained:

Schools/Colleges/University etc:	From: (Month/Year)	To: (Month/Year)	Examinations Passed Qualifications Obtained

Details of any further qualifications obtained, or relevant courses attended, including dates:

Driving

Do you hold a full driving licence?

Yes/No

Do you have any endorsements on your licence? (please provide details)

Yes/No

6) EMPLOYMENT HISTORY - Please give details of your previous employment (starting from the most recent):

Name of Employer	From: (Month/Year)	To: (Month/Year)	Salary:	Job title, description of the post and reason for leaving:

9) **Skills and Knowledge** *(please say yes to all that apply and give any relevant details)*

- Experience of fundraising and campaigning, preferably with some knowledge of legacy fundraising
- Ability to influence through excellent communication skills, both oral and written
- Good organisational, project management skills and reliable record keeping
- Ability to write articles and give interviews for mixed media (eg Magazines, Radio/TV, Social Media)
- Ability to work alone and as part of a team
- Ability to carry out a range of administrative tasks.
- Ability to work to deadlines and to meet targets

10) **Your Computer Literacy Skills**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access, Publisher)
- Adobe Photoshop
- WordPress
- Website content management and updating

11) **We would like to know if:**

- You consider yourself a 'people person' and outgoing/sociable
- You have ever been a fundraiser before
- You are a confident computer user
- You have written anything for publication (journal, newspaper, social media)
- You have any design experience
- You are happy to be interviewed by, or liaise with, the media (press, radio, TV etc)
- You have experience of giving presentations to school/youth groups
- You have experience of giving presentations to the general public
- You are happy to be responsible for your own admin
- You are comfortable communicating over the phone
- You have experience using social media (please state the platforms you mainly use)
- You are happy to maintain and develop your own knowledge and skills
- You are happy to maintain effective records using IT database systems
- You are happy to be flexible in what you do in the office, as part of the admin team
- You have one or more other health issues/conditions
- You are double vaccinated against Covid -19 (please provide evidence)

If necessary, please include brief additional information below:

13) **ADDITIONAL RELEVANT INFORMATION - Please set out any additional information (including relevant experience) you think will demonstrate your ability to succeed in this role and how you meet the person specification.**

This is the part of the application form where you can bring to our attention any qualities or experience you feel we should be aware of. We are particularly interested in knowing more about your personal interests (hobbies/activities) which will strengthen your application. Please continue on a separate sheet, if necessary.

14) REFERENCES - Employment Related

Please give the names and contact details of two people to whom we may apply for a reference (one of these should be your current/most recent employer):

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Email Address:	Email Address:
Telephone No:	Telephone No:
Relationship to candidate:	Relationship to candidate:

May we approach the above without further reference to you prior to an interview? Yes/No

16) Have you previously applied for a position with The Barn Owl Trust? Yes/No
 If yes, please give details:

<p>17) Do you have any criminal convictions? If yes, please give details:</p>	Yes/No	
<p>18) Covid – 19 We strongly recommend that all our staff are fully vaccinated against the Covid virus. We also ask staff to take twice weekly Lateral Flow Tests to demonstrate that they are free of infection.</p> <p>Do you have any objection on either count? If yes, please give details: e.g., exemption etc.</p>		Yes/No
<p>19) Do you have any restrictions on your right to work in the UK?</p> <p>Under Section 8 of the Immigration Act we are required to check all employees are eligible to work in the UK. Please confirm that, if offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:</p> <ul style="list-style-type: none"> • UK Birth Certificate • Registration or Naturalisation Certificate • Work Permit issued by Work Permits UK • Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions • P45/P60 from previous employer • National Insurance Card • UK Residence Permit form a EEAA state • Home Office Application Registration card permitting employment • Passport (current) 		Yes/No
<p>Equality, Diversity and Inclusivity We consider applicants for all positions without regard age. Disability, sex, sexual orientation, pregnancy or maternity, race, ethnicity, nationality, religion or belief, gender identity expression or reassignment, relationship status, martial status and civil partnership, caring responsibilities, trade union activities or political beliefs or any other grounds.</p>		
<p>20) If invited to interview are there any adjustments that are required? If yes, please give details:</p>		Yes/No
<p>DECLARATION – please read this carefully before signing the application I agree that any offer of employment is subject to satisfactory references, medical information, and checks (if required) and a probationary period.</p> <p>I confirm that the information provided in this application form and all the documents required, are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.</p> <p>If I am appointed, I agree that this form will form part of my Contract of Employment and will be held on my personal records.</p> <p>Signed:</p> <p>Print Name:</p> <p>Date:</p>		