



## Application Form

Job/Position applied for: \_\_\_\_\_

Job Reference No: \_\_\_\_\_

Please complete this form as fully as possible using black ink.

Title:	First Names:	Surname:
	Known as:	Any previous names:
Present Address:	Contact No. Daytime:	
	Evening:	
	Mobile telephone No:	
Postcode:		
Email Address:		
<p><b>Please note that your email address will be used for main correspondence. Please write your email address clearly. If you do not have an email address, any correspondence will be sent to your present address.</b></p>		
Date of Birth:		

<p>Having read the Job Description and Person Specification which describe the specific responsibilities of the job, do you have any medical conditions of which we should be aware? <b>YES / NO</b></p> <p>Do you consider yourself to have, or have had, a disability as defined in the Disability Discrimination Act 1995 (as amended)? <b>YES / NO</b> (If yes, please give details)</p>	
<p>Do you have a full valid UK driving licence? <b>YES / NO</b></p>	<p>Date achieved:</p>
<p><b>Criminal Record</b></p> <p>Have you been convicted of any criminal offences which are not spent? <b>YES/NO</b></p> <p>If applying for a position which involves working with children or vulnerable adults all convictions/cautions must be declared. If applying for such a position do you have any convictions/cautions? <b>YES/NO</b></p> <p>If yes, please give details on a separate sheet, attached in a sealed envelope marked 'Confidential'.</p> <p style="text-align: center;"><u>Successful applicants for such positions must apply for Enhanced Disclosure from The Criminal Records Bureau. A criminal record is not necessarily a bar to employment/voluntary work with the Charity. This will depend on the nature of the position and the circumstances and background of any offences.</u></p>	
<p><b>Right to Work</b></p> <p>Do you require a work permit/visa to work in the UK? <b>YES/NO</b> If yes, please give details.</p> <p><b>We will require your Passport or other proof of ID at interview.</b></p>	

Please provide names and addresses of two people who we may approach for a reference, one of which should be your present or last employer. **References will be taken up once the position has been accepted.**

	<b>Name &amp; Position Held (if applicable)</b>	<b>Address</b>	<b>Email</b>
Present or Last Employer			
Second Reference			

I give permission for my eligibility to work in the UK to be verified with the appropriate government agency if required and I certify that the information given in this application form is true and correct.

Signed:

Dated:

Print Name:

Your details will be retained by The Donkey Sanctuary and The Elisabeth Svendsen Trust for Children and Donkeys for use within the Human Resources Department. All personal information will be treated as confidential and will not be disclosed to other organisations.

I agree to this form and the details contained within it being kept on file for 12 months for the purposes of future recruitment opportunities. **YES / NO**

Where did you find out about this job vacancy? (e.g. Local Newspaper / Website / Word of Mouth)

**Please return to:**

The Human Resources Department  
The Donkey Sanctuary, Sidmouth, Devon, EX10 0NU

**Tel:** (01395) 573089

**Fax:** (01395) 573062

**E mail:** [applications@thedonkeysanctuary.com](mailto:applications@thedonkeysanctuary.com)

**Website:** [www.thedonkeysanctuary.org.uk](http://www.thedonkeysanctuary.org.uk)

Office open **Mon - Fri 8.30am - 4.30pm**, other times please use ANSAPHONE service

Please note that Curriculum Vitae are only accepted as a supporting document to an application. Application forms must therefore be completed fully in order to be considered for a vacancy.

**EMPLOYMENT RECORD (Latest position first)**

Dates From      To	Employer Name & Address	Positions Held	Main duties and responsibilities and experience gained	Reason for leaving

**COMPUTER SKILLS**

If relevant to this position, please describe your computer skills and experience, including packages used.

## EDUCATION

School/College/Other	Qualifications, Exams passed (indicate subject)

## OTHER QUALIFICATIONS AND TRAINING

Please specify date achieved and expiry date if applicable


Are you a member of any Professional Body, if so please give details?

## ADDITIONAL INFORMATION

Please state your hobbies, sports, leisure interests etc.

Why do you want to work for the Charity?

**Using the accompanying Job Description and Person Specification, please describe what you believe makes you suitable for this job drawing on your personal and work experience, education and training, including any volunteer work you may have undertaken (Please continue overleaf if necessary).**

Additional information continued: