|  |  |
| --- | --- |
| Application for  **Conservation Officer** | Closing date:  **Monday** 29**th April 2024** |
| Please complete & email to:  [rob.parry@incc.wales](mailto:rob.parry@incc.wales) | Or send hard copy to:  INCC,  Science Centre  c/o National Botanic Garden of Wales  Llanarthne  Carmarthenshire  SA32 8HG |

|  |  |
| --- | --- |
| **1 YOUR PERSONAL DETAILS** | |
| **Surname** |  |
| **First Names** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **2 PRESENT OR MOST RECENT EMPLOYMENT / VOLUNTEERING** | |
| **Employers Name and Address** |  |
| **Position Held** |  |
| **Dates of Joining and Leaving** |  |
| **Period of Notice Required** |  |
| Please give a brief description of the duties and responsibilities you carry/carried out: | |
|  | |

|  |  |  |
| --- | --- | --- |
| **3 PREVIOUS EMPLOYMENT / VOLUNTEERING** | | |
| **Dates**  **(From…To)** | **Employer Name**  **and Address** | **Please give a brief description of the position, duties and responsibilities and your reason for leaving** |
|  |  |  |

|  |  |
| --- | --- |
| **4 TRAINING, QUALIFICATIONS AND OTHER LEARNING** | |
| Please give details of any relevant courses you have taken and qualifications you gained, including specialist in-house training, short courses etc. and any course(s) you are currently undertaking. | |
|  | |
| **Brief Description of Course and Details of Awarding Body** | **Dates** |
|  |  |

|  |  |
| --- | --- |
| **5 DRIVING LICENCE** |  |
| **Do you have a full, current, driving license?** |  |
| **Do you have a car that you can use for business?** |  |

|  |
| --- |
| **6 CRIMINAL RECORD** |
| **Please give details of any unspent criminal offences in accordance with The Rehabilitation of Offenders (Exceptions) Order 1975 and/or (Northern Ireland 1979.** |
|  |

|  |
| --- |
| **7 INFORMATION SPECIFIC TO THE POST** |
| Please demonstrate how you meet the requirements of the Job Description by giving relevant details of your experience, skills and knowledge gained in employment, volunteering and elsewhere. Please give examples. |
|  |

|  |  |
| --- | --- |
| **8 REFERENCES** | |
| Please give details of two people, not related to you, who we may ask for references as to your suitability for the post. The first should be your current or most recent employer. The second should be someone able to comment on your work abilities. | |
|  | |
| **NAME** |  |
| **POSITION** |  |
| **ADDRESS**  **POSTCODE -** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?** |  |
|  | |
| **NAME** |  |
| **POSITION** |  |
| **ADDRESS**  **POSTCODE** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?** |  |

|  |  |
| --- | --- |
| **9 WORK PERMIT** |  |
| **Do you need a work permit to work in the UK?** |  |

|  |  |
| --- | --- |
| **I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT** | |
| **SIGNATURE** | **DATE** |

If you return this form by email ([info@incc.wales](mailto:info@incc.wales)), this will be taken as signing the document.