**APPLICATION FORM – Peatland Progress Communities and Education Team Internship**

Wildlife Trust BCN have a positive approach to equality and welcome applications from all sectors of the community. Reasonable adjustments can be made for interviews and the role.

For full job descriptions for each programme, please see **PPI Job Description April 2025**.

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| **INSTRUCTIONS: PLEASE READ** | |
| * Please complete this form in black pen or typescript * This form is available on our website, **www.wildlifebcn.org,** or we can email it to you upon request: contact info@greatfen.org.uk * CVs will not be considered * All questions marked with an asterisk (\*) are mandatory | |
| **PLEASE COMPLETE AND RETURN VIA EMAIL TO:**  info@greatfen.org.uk | **CLOSING DATE:**  7th May  **INTERVIEW DATES:**  12-15th May |

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| **\*1 PERSONAL DETAILS** | |
| **SURNAME:** | **FIRST NAME:** |
| **ADDRESS:**  **POSTCODE:** | **DAYTIME TELEPHONE:**  **HOME TELEPHONE:**  **MOBILE TELEPHONE:**  **EMAIL:** |
| |  |  |  | | --- | --- | --- | | Please indicate if we can telephone you at work | Yes | No |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Do you have a full, current UK driving licence? | Yes | | | | No |  |  | | | If yes, do you have any current endorsements? |  |  |  |  | | | |  |  |  |  |  | | --- | --- | --- | --- | | Do you have access to a car with business use insurance, and are you prepared to use it for the duration of the internship? | Yes | No |  | | |

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| \***2 PRESENT OR MOST RECENT EMPLOYMENT** | |
| **NAME OF EMPLOYER:**  **ADDRESS OF EMPLOYER:**  **POSTCODE:** | **POST HELD:** |
| **DATE OF COMMENCEMENT:**  **DATE OF LEAVING** (if applicable):  **PERIOD OF NOTICE REQUIRED:** |
| *Please give a brief description of your most recent duties and responsibilities* | |

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| **\*3 PREVIOUS EMPLOYMENT AND/OR VOLUNTARY EXPERIENCE (please start with the most recent)** | | | | |
| **FROM** [month/year] | **TO** [month/year] | **EMPLOYER** | **Position held/Type of volunteer work** | **Responsibilities and skills gained** |
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| **\*4 EDUCATION AND TRAINING** | | | | |
| *Please give details of any secondary or further education you have taken or are about to take* | | | | |
| **NAME OF SCHOOL/COLLEGE/UNIVERSITY** | **QUALIFICATION TITLE /SUBJECTS STUDIED** | **LEVEL** | **GRADE** | **DATE** |
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| **\*5 PROFESSIONAL BODIES** |
| *Please give details of membership to any professional bodies or examinations you have taken* |
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| **\*6 IN SUPPORT OF YOUR APPLICATION** |
| *Please answer the questions below (approximately 300 words each), giving examples where possible.* |
| 1. **How does your experience, knowledge & skills make you a suitable candidate for this internship?** |
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| 1. **What do you hope to gain from this internship?** |
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| **\*7 REFERENCES** | |
| *Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed) or a representative from an educational establishment.* | |
| **(1) NAME:**  **ADDRESS:**  **POSTCODE:**  **POSITION:**  **TELEPHONE NO:**  **EMAIL ADDRESS:** | **(2) NAME:**  **ADDRESS:**  **POSTCODE:**  **POSITION:**  **TELEPHONE NO:**  **EMAIL ADDRESS:** |
| **Availability:** *Please state if you will be available for the full duration of the internship and note any dates that you will not be available:* | |
| **I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.** | |
| **Signature:**  *NB an electronic signature is acceptable* | **Date:** |
| **Where Did You Find the Internship Advertised?**  To help us with future recruitment, please indicate where you saw this advertised (optional): | |

**Recruitment Data Privacy Statement**

**In order to operate the Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire’s (“The Trust”) recruitment system, we will collect and store personal information you submit to it via this recruitment form and any CV that you may provide. Most of the information on this form is mandatory in order for the Trust to consider your application or to meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.**

***For more details on how we use your data see*** [***www.wildlifebcn.org/privacy***](http://www.wildlifebcn.org/privacy)***.***

## Important Information for Applicants

Under the Immigration, Asylum and Nationality Act 2006, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All shortlisted candidates will therefore be asked to provide documentary proof of this during the interview process and we will be required to take a copy of the successful candidates’ documents before the work commences.

Please note, **If you are a non-EU citizen and you don’t have the relevant Visa to be able to work in the UK**, we would only be able to apply for a Certificate of Sponsorship from the UK Border Agency if we can show we have met the Resident Labour Market Test and you are able to meet the required points needed under the new points-based system. For more information please visit the UK Border Agency website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)