**Climate Outreach Application Form**

Please complete and email to: recruitment@climateoutreach.org using your name in the filename for the attachment. Please do not send your CV.

|  |
| --- |
| **TITLE OF THE POST YOU ARE APPLYING FOR**   * **WHERE AND HOW DID YOU HEAR ABOUT THIS VACANCY? (for recruitment monitoring purposes)** |
|  |

|  |  |
| --- | --- |
| * **PERSONAL DETAILS** | |
| First Name(s) |  |
| Family Name |  |
| Contact Address |  |
| Contact Number(s) |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **RELEVANT EDUCATION/TRAINING**   * Please give details of qualifications or training, including dates, details and institution. | | |
| **Dates** | **Qualification Details** | **Institution / Organisation** |
|  |  |  |
| * **RELEVANT PROFESSIONAL AND VOLUNTEER EXPERIENCE** Please give us any details of professional and volunteer experience, including responsibilities and posts held. | | |
| **Dates** | **Employment / Volunteering details** | **Organisation** |
|  |  |  |

**IT SKILLS, LANGUAGES AND OTHER RELEVANT INFORMATION**

* Please list any other skills, stating your level of proficiency

|  |
| --- |
|  |
|  |

**BACKGROUND TO YOUR APPLICATION**

Please use this page to tell us how you think you fit the **person specification** for the post.

We strongly advise you to reply to each essential point of the Person Specification. Attach an additional sheet if necessary.

|  |
| --- |
|  |

**RIGHT TO WORK IN THE UK OR THE EU**

Please note that we are not able to sponsor visas therefore you should already have the right to work in the UK or EU.

Please confirm that you have the right to work in the UK or EU for the entire duration of this post, or for at least 2 years (and able to provide evidence) by ticking the “yes” box below.

Yes No

|  |
| --- |
| **CRIMINAL RECORD**  Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1974 and/or (Northern Ireland) 1979. |
|  |

|  |  |
| --- | --- |
| **NOTICE PERIOD**   * Please let us know how soon you would be able to start in the role. | |
|  | |
| * **REFEREES** * Please supply the details of two referees (unrelated to you) who you hereby consent to us contacting. They will only be contacted after a successful interview. | |
| NAME:  JOB TITLE:  ORGANISATION:  ADDRESS:  TEL:  EMAIL:  RELATIONSHIP | NAME:  JOB TITLE:  ORGANISATION:  ADDRESS:  TEL:  EMAIL:  RELATIONSHIP |

|  |  |
| --- | --- |
| * **DECLARATION** | |
| In accordance with Data Protection Act 2018. I give my consent for the information contained in this form to be processed in accordance with the Climate Outreach policy for the purposes of volunteering and recruitment. I understand that if selected, this application form will remain part of my personal file and that if I am shortlisted, but not selected, it will be stored for up to 1 year then destroyed.  I declare that the information contained in this form is true and accurate. | |
| * SIGNATURE | * DATE |