

Application for Natural History Communicator

Please complete the form in full and return to the Admin and Finance Officer hazel.makepeace@newcastle.ac.uk

Please ensure you have read the Recruitment Pack.

- Deadline for all applications is midnight on Sunday 30 January 2022 – applications received after this date will not be considered.
- Interviews will take place on Monday 7 February 2022
- If you require any further information, please contact Clare Freeman, Director at nhsn.director@newcastle.ac.uk

Personal Details

Name

Address

Contact Telephone Number

Email Address

Employment History

(Please begin with your current / most recent employer. Please include any voluntary positions within this section. Please extend the text box as needed).

Start / Finish (month / year)	Employer	Position / Role / Duties	Reason for leaving and final salary

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Education History

Please begin with your most recent qualifications. Please extend the text box as needed.

Start / Finish (month / year)	School / College / University	Qualifications and Grade

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Professional Development

Please tell us about any professional memberships, qualifications and training relevant to the position you are applying for. Please extend the text box as needed.

Date	Membership / Qualification / Training etc.

Do you hold a current UK driving licence?

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Do you have access to a vehicle to use for work? (Mileage can be reimbursed)

References

Please provide two referees who can be contacted regarding your suitability for the role, should you be offered it. Please note that one should include your current / most recent employer or place of work – we will not seek references unless a job offer has been made.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship / Position:	Relationship / Position:

Additional Information

Please use this box to demonstrate how your skills and experience meet the person specification for the job. Please use the numbered requirements in the person specification. Please extend this box up to a maximum of three pages.

Personal Interests

How did you find out about this vacancy?

Declarations Statement

Name of Applicant:

Unspent Convictions

Please tick the appropriate box below and provide brief details of any unspent convictions you may have. If you have any unspent convictions you may be asked to provide further details before interview.

You should note that having a criminal record is not necessarily a bar to employment with Natural History Society of Northumbria.

All data received as part of the recruitment process is treated sensitively and appropriately in the light of these policies.

I declare that I have no unspent convictions

I declare that I have one or more unspent convictions

(Please give brief details below)

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Right to Work in the UK

NHSN is obliged to ensure that its employees are entitled to work in the UK. All shortlisted candidates will be asked to provide original documentary evidence of their right to work in the UK at interview (passport or driving licence for example).

Further details of the other appropriate forms of evidence acceptable are set out on the Home Office website at www.homeoffice.gov.uk

Please sign the declaration below.

I declare that I have the right to work in the UK and that the statements I have made on the application and declarations documents are true and accurate.

Sign and date

Equal Opportunities Monitoring

NHSN recognises the importance of Equal Opportunities in all its activities and undertakings. We are committed to ensuring within the framework of the law that our recruitment processes and workplaces are free from unlawful or unfair discrimination on the grounds of, including but not limited to, gender, colour, race, nationality, ethnic or national origin, sexual orientation, gender reassignment, age, religion or belief, marital or civil partnership status or disability.

Please support these aims by completing the form below, which will be used to monitor our performance and practices as an Equal Opportunities employer.

Selection for employment will be on the basis of aptitude and ability alone and the information below will not form part of the selection process. The information will be collated separately from the selection process.

Ethnicity Monitoring

How would you describe yourself? Choose ONE section from A to E, and then tick the appropriate box

A White

- British
- Irish
- Scottish
- English
- Welsh

Any other White background, please write in box

B Mixed Heritage

- White and Black Caribbean
- White and Black African
- White and Asian

Any other Mixed background, please write in box

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

Any other Asian background, please write in box

D Black or Black British

- Caribbean
- African

Any other Black background, please write in box

Continued on the next page...

E Chinese or other ethnic group

- Chinese

Any other, please write in box

F Would prefer not to provide this information

Disability Monitoring

Do you consider yourself to have a disability or long term health condition?

Yes No

What is the effect or impact of your disability or condition?

Would prefer not to provide this information

Gender Monitoring

Would you describe yourself as Male Female Prefer not to say

Age Monitoring

What is your date of birth?

Would prefer not to provide this information

Thank you for taking the time to complete the Equal Opportunities Monitoring Information.