Natural History Society of Northumbria (NHSN)

Web: [www.nhsn.org.uk](http://www.nhsn.org.uk/)

Application for Activity Assistant

Please complete the form in full and return to [NHSN.NatureRangers1@newcastle.ac.uk](mailto:NHSN.NatureRangers1@newcastle.ac.uk)

Please ensure you have read the job information

* Deadline for all applications is 5pm on Monday 27 May 2024 – applications received after this date will not be considered.
* **Interviews will take place on Monday 3 June 2024.**
* Shortlisted applicants will be invited to interview by Wed 29 May.

**Your Details**

|  |
| --- |
| Name |
| Address |
| Contact Telephone Number |
| Email Address |

**Employment History**

# Please begin with your current / most recent employer. Please include any voluntary positions, including work experience.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**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 |
|  |  |  |

Do you hold a current UK driving licence? 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.

# A teacher or group leader could be a referee.

|  |  |
| --- | --- |
| 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 ‘What skills are we looking for?’ Please use the numbers of each point on the list For example 1 - GCSEs*

*Please extend this box up to a maximum of one page.*

*If you would prefer to make a short video to respond to this question, please send this with your application form via WeTransfer (not Drop Box). Maximum length of video 3 minutes.*

**Personal Interests**

**How did you find out about this job opportunity?**

**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)

………………………………………………………………………………………………………

**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 license 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](http://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

1. White
   * British
   * Irish
   * Scottish
   * English
   * Welsh

Any other White background, please write in box

1. Mixed Heritage
   * White and Black Caribbean
   * White and Black African
   * White and Asian

Any other Mixed background, please write in box

1. Asian or Asian British
   * Indian
   * Pakistani
   * Bangladeshi

Any other Asian background, please write in box

1. Black or Black British
   * Caribbean
   * African

Any other Black background, please write in box

1. Chinese or other ethnic group
   * Chinese

Any other, please write in box

1. ☐ 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.