

**Confidential**

**APPLICATION FORM**

**Community Liaison Officer, Seabird Recovery Project**



Please answer all questions. Please **do not** attach a CV as it will not be considered.

**Personal details**

Surname:	First name:
Address:	
Daytime ☎	Evening ☎
Mobile ☎	
Email address:	

**Education undertaken since the age of 16 (most recent first)**

School/College/University attended	Qualifications (please state levels / grades achieved)

Please add additional rows or provide a separate sheet if necessary.

**Training and development**

Please include details of any training (e.g. courses, seminars) and development (special projects etc) relevant to your application

If necessary, please extend the table to include all relevant training and development.

**Membership of professional bodies**

Name of institute/professional body	Current membership level	Membership number

**Present or most recent employment**

Employer (organisation name and address)
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Role held:
Salary:
Is this role full-time or part-time?
Please give a brief outline of the duties and responsibilities of this role:
Start date in role:
Reason for leaving:
What amount of notice are you required to give, or on what date did your employment end?

**Previous employment** (please list in chronological order beginning with the more recent, and please explain any gaps in employment)

Employer's name and address	Position	Full / part time	Dates from / to	Reason for leaving

If necessary, please extend the table to include all relevant employment.

### **Relevant Skills, Abilities, Knowledge and Experience**

Using the Person Specification within the supplied Job Description, please state how your skills, knowledge and experience enable you to fulfil the requirements of the role of Office Administrator. All essential criteria should be met. It is essential that you support your statements with examples. Essential Requirements

*Please continue below.*

*Please continue as required.*

**Health and Disability**

Will you require any reasonable adjustments to be made if you are shortlisted and invited to interview? **Yes/no** (delete as applicable). If yes, please describe:

**Other interests etc**

Please give details of voluntary activities, interests and public duties undertaken:

**Eligibility to work in the UK**

Do you have the legal right to live and work in the UK? **Yes/no** (delete as applicable)  
Is this subject to having a work permit? **Yes/no** (delete as applicable)

Applications in first instance will be accepted only from those eligible. You will need to produce photographic identification and proof of the above if you are called to interview.

**Criminal record**

Have you ever been convicted of a criminal offence? **Yes/no** (delete as applicable)  
If yes, please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979:

**Referees**

Give details of two people, not related to you, who may be approached as to your suitability for the post, one of whom should be your present/most recent employer; the second should be someone else who is able to comment on your work abilities. We shall normally only approach referees once you have been offered and accepted the role unless you give express permission for us to request references beforehand. All job offers are dependent upon references satisfactory to the organisation.

**Referee 1**

Name:
Address:
Contact phone numbers:
Email address
Relationship to applicant (if appropriate)

**Referee 2**

Name:
Address:
Contact phone numbers:
Email address:
Relationship to applicant:

### Equal Opportunities

All job applicants will be treated fairly in line with our relevant policy, which is available on request. Selection for employment, promotion and training will be on the basis of aptitude and ability.

### Data Protection

Personal data supplied by you will be used only for the purposes of this application. However, if you are offered and accept the role, the Application Form will form part of your personnel file.

### Declaration by applicant

I confirm that I have completed the form myself, and that the information on this form is accurate. I hereby give my consent to the Isles of Scilly Wildlife Trust to process and retain the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

Signed:

Date:

*Note – electronic/digital signatures above are acceptable, in any reasonable format.*

Name:

Please send your completed application form to [jobs@ios-wildlifetrust.org.uk](mailto:jobs@ios-wildlifetrust.org.uk)

**Closing date – 9am, Wednesday 7<sup>th</sup> January 2026**

**Interview date – Week commencing 12<sup>th</sup> January 2026**

Following the first interview, any candidate still under consideration will be asked to come for a second in-person interview and chance to meet the team, at the earliest possibly juncture. If candidates are not local, then IoSWT will cover reasonable travel and accommodation costs for this.

### Optional:

Please let us know how you heard about this job:

Our Website	
WildNet	
IoSWT Employee/Trustee/Volunteer	
Friends and Acquaintances	
LinkedIn	
Social Media	
Other, please give details below	