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| Project: | GROW WILD IN RICHMOND PARKS |

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| Application Form **FREELANCE PROJECT OFFICER** |

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| Closing Date: | 31/8/21 |

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| Please complete this form fully using black ink or type. Please ensure that all sections are completed. If you have any queries when completing this application form please call 020 8401 6837. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE AND KEPT ON FILE IN LINE WITH OUR CONFIDENTIALITY POLICY.** |

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| Section 1 Personal details |

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| Last Name: |  | **First Name:** |  |

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| Address: |  |
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| --- | --- |
| Postcode: |  |

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| **Daytime Telephone:** |  |

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| **Mobile Telephone:** |  |

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| **E-mail address:** |  |

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| Are you demonstrate the right to work/permission to work in the UK with no current immigration restrictions? | | | | | Yes | |  | | No |  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** | |  | | | | | | | | | |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to appointment.** |

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| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

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| Section 2 Present Employment / Freelance roles |
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| Name of Employer: |  |

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| Postcode: |  |

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| Role Title: |  |

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| Date of Appointment (MONTH / YEAR): |  |

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| **Brief description of duties:** | |
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| Period of Notice: |  | **End Date (MONTH/YEAR)**  (if no longer employed)**:** |  |

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| Section 3 Previous Employment |
| **Previous Employment / Freelance Roles**  (most recent employer first) |
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| Name of Employer: |  |

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| **Start Date:** |  | End Date: |  |

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| Position Held: |  |

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| **Summary of duties:** | |
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| Name of Employer: |  |

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| **Start Date:** |  | End Date: |  |

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| Position Held: |  |

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| **Summary of duties:** | |
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| Name of Employer: |  |

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| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

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| --- | --- |
| Position Held: |  |

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| **Summary of duties:** | |
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| Section 4 Skills |
| Please indicate the level of your experience, including and any skills that you feel are relevant to this role.   |  | | --- | |  | |

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| Section 6 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

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| **College or University** | **Dates attended from and to** | | **Course** | **Qualifications and grades obtained** |
|  |  | |  |  |
| **School** | **Dates attended from and to** | | **Subjects** | **Qualifications and grades obtained** |
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| Professional Qualifications or Affiliations |
| Please give details: |

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| **Professional/Registered/**  **Management Qualifications** | **Course Details** |
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| Continue on a separate sheet if necessary | |
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| Section 7 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

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| **Title of Training Programme or Course** | **Duration of Course and date completed** |
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| Section 8 Personal Statement |
| In support of your application, please detail any relevant skills, personal qualities which you believe are relevant to the position you are applying taking into consideration thejob description, **person specification** and **values**. |

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| Please include anything else that would assist us in consideration of your application. |

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| **Section 9 Protecting Children and Vulnerable Adults** | | | | | |
| Disclosure and Barring Service (DBS) check  Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes |  | No |  |

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| **Section 10 Interview arrangements** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

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| If yes, please give details: |
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| **Section 11 References** |

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| Please give the names and addresses of two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1** |  | **Reference 2** |

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| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

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| Position (Job title): |  | **Position (Job title):** |  |

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| Work Relationship: |  | **Work Relationship:** |  |

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| Organisation: |  | **Organisation:** |  |

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| Address: |  | | **Address:** |  | |
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|  | Postcode |  |  | Postcode |  |

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| Telephone No: |  | **Telephone No:** |  |

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| E-mail: |  | **E-mail:** |  |

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| We will not approach referees prior to interview.  Thank you for your interest in the organisation. |