**A logo with text on it

Description automatically generatedApplication for Employment**

Private and confidential

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| Application For Advertised Role | |
| Position | Volunteering and Engagement Officer |

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| Personal Details | |
| Title |  |
| Full Name |  |
| Mobile Number |  |
| Email Address |  |
| Address |  |
| Applicants will be required to provide documentary evidence of their right to work  in the United Kingdom, if invited for interview. Do you have the right to work in the United Kingdom?  Yes/No  If you do you require sponsorship? | |

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| Application Questions | |
| Question 1. How you meet the person specification  Please give a brief summary of your experience and skills, providing examples of how you meet the requirements of the Person Specification and Job Description. This can include examples of your voluntary work and experience.  (Up to 1500 words) | |
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| Question 2. Why you are applying for this role  Please outline why you are applying for this role with SERT. What attracts you to the role and why do you think you are well suited to it?  (Up to 500 words) | |
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| Question 3. More about you and your interests  Please outline your personal interests, why you want to work towards improving rivers and what is your favourite river and why?  (Up to 500 words) | |
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| Additional Details | |
| 1. Have you used AI to write, refine or assist with your application in any way? 2. Have you worked for us before?   If Yes, give details of reason for leaving:   1. Are you willing to work occasional evening/weekend when required? 2. Do you have a current full driving licence? 3. Does your licence have any current endorsements?   If Yes, please give further information:   1. Can you provide a suitable, safe home working environment? 2. How did you hear about this vacancy? | |
| Rehabilitation of Offenders Act 1974  In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons who are deemed as vulnerable adults or children. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.  Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the South East Rivers Trust. Any information given will be confidential and will be considered only in relation to posts to which the order applies.  Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)?  Yes/No | |
| References | |
| Please give the details of two referees who we can approach for a confidential assessment of your suitability for this job. They cannot be related to you and should include your most recent employer.  Tick in box if you do not wish your employer to be contacted before an offer of employment is made. | |
| Name, position, email, telephone number & capacity in which you know them: | Name, position, email, telephone number & capacity in which you know them: |
|  |  |
| Declaration of applicant | |
| I confirm that the information provided above and in my CV is correct. I understand the South East Rivers Trust will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation’s employee privacy notice. I confirm that upon request, I can provide the details of two referees (one of which is a recent employer).  Signature:  Date: | |
| **Equity, diversity and inclusion** | |
| At SERT, we are committed to offering equal opportunities and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We use a redacted process to reduce unconscious bias during shortlisting and ensure all applicants are judged solely on merit. Our equal opportunities monitoring forms helps us understand the diversity of applications we receive and are analysed on an annual basis.  SERT offers flexible working options to support everyone as individuals. **Please get in touch if you require assistance with the application and/or interview process** and our team will do the best to accommodate reasonable adjustments, where possible. [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org)  For more information, please refer to our [EDI Policy](https://www.southeastriverstrust.org/wp-content/uploads/2022/02/EDI-Policy.pdf) | |
| **Privacy notice** | |
| When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please read our [Applicant GDPR Notice.](https://www.southeastriverstrust.org/wp-content/uploads/2022/02/Applicant-GDPR-Notice.pdf) | |