



**THE DONKEY
SANCTUARY**

Human Resources Department

The Donkey Sanctuary

Sidmouth

Devon

England

EX10 0NU

Tel: 00 44 (0)1395 578222

Fax: 00 44 (0)1395 573062

Dear Applicant

Application Form Guidance Note

Thank you for downloading the Word version of our application form.

The application form is password protected and no amendments to the format can be made. Each section contains a grey area which allows text to be entered.

We recommend that you save the completed form, prior to returning it to us. As we do not accept CVs, please complete the form in full and avoid the phrase 'refer to CV'. Only information included on the application form will be considered for short listing purposes.

Please return your completed application to applications@thedonkeysanctuary.org.uk

We are unable to confirm receipt of your application, but will always notify you of the outcome.

Should you be invited to interview, you will be asked to sign the declaration at that time.

Good luck with your application.

Yours faithfully

The Human Resources Department

HR use only- Application Code:



Application Form

**THE DONKEY
SANCTUARY**

Job Title you are applying for:

Title:	First Names:	Surname:	
	Known As:	Previous Names:	
Address		Contact Numbers	
		Daytime:	
		Evening:	
		Mobile:	
Postcode:	Country:		
Email Address			
Your email address will be used where possible for all correspondence. Please ensure that your email address is correct before sending. If you do not have an email address, correspondence will be sent to your home address.			
Date of Birth:			

Do you have a full, valid Driving Licence? Yes /No	Licence type: Manual/Automatic	Licence origin: UK/European/International	Date achieved:
Criminal Record			
Have you been convicted of any criminal offences which are not spent?			
If applying for a position which involves working with children or vulnerable adults, all convictions/cautions must be declared. If applying for such a position, do you have any convictions/cautions? If yes, please give details on a separate sheet in a sealed envelope marked 'confidential'			
<i>Successful applicants for such positions must apply for a relevant criminal records clearance in country. A criminal record is not necessarily a bar to employment/voluntary work with the Charity. This will depend on the nature of the position and the circumstances and background of any offences.</i>			
Right to Work			
Do you require a work permit/visa to work in the country of employment? (Yes/No)			
If yes, please give details:			

HR use only- Application Code:

References

Please provide the name and address of two people who we may approach for a reference, one of which should be your present or last employer. **References will be taken up once the position has been accepted.**

	Name & Position Held (if applicable)	Address	Email
Present or Last Employer			
Second Reference			

I give permission for my eligibility to work in country to be verified with the appropriate government agency if required and I certify that the permission given in this application form is true and correct.

Signed:		Date:	
Print Name:			
Your details will be retained by the charity and will be placed on your personal file. All personal information will be treated as confidential and will not be disclosed to other organisations.			
I agree that this form and the details contained within may be kept on file for 12 months for the purposes of future recruitment opportunities. (Yes/No)			

Where did you find out about this vacancy? (e.g. Website / Newspaper / Job Centre / word of mouth) – *Please state which website or publication you found our vacancy in.*

Please return to:

Email: applications@thedonkeysanctuary.org.uk
(Preferred Option)

Applications, The Human Resources Department
The Donkey Sanctuary, Sidmouth, Devon, England, EX10 0NU

Tel: 00 44 (0)1395 573127

Fax: 0044 (0)1395 573062

Website: www.thedonkeysanctuary.org.uk

Office opening hours **Mon – Fri 8.30am – 4.30pm (GMT)**, at other times please use ANSAPHONE service.

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Employment Record (Latest position first)

Dates		Employer name & address	Positions held	Main duties & responsibilities & experience gained	Reason for leaving
From	To				

Computer Skills

If relevant to this position, please describe your computer skills and experience, including packages used.

Education

School/College/University

Qualifications, Exams Passed (indicate subject)

Other Qualifications and Training

Please specify date achieved and expiry if applicable

Are you a member of any professional body? If so, please give details.

Additional Information

Please state your hobbies, sports, leisure interests etc.

Why do you want to work for the Charity?

In completing this section, please refer to the Essential Criteria within the Person Specification and state what you believe makes you suitable for this position, providing supporting evidence. This may be based on your personal and work experience (including any voluntary work), education and training.



