# General Information for Candidates

Keep Britain Tidy is an independent environmental charity that fights for people’s right to live and work in a place of which they can be proud. We inspire people to be litter-free, to waste less and to live more and we believe that caring for the environment is the first step to a better society. We work at the heart of business, government and the community to help people understand that what’s good for the environment is also good for society and enable them to take action to improve that environment. Further information about Keep Britain Tidy can be found on our website at [**www.keepbritaintidy.org**](http://www.keepbritaintidy.org)

## Application Process

All applications should be made on the enclosed form and include the names of two referees. Kindly do not enclose CVs or additional literature; they will not be accounted for the in the recruitment process.

An equal opportunities monitoring form should also be submitted with your application. Without this form your application will not be considered.

Kindly make certain that in completing the application form you explain clearly how your experience and qualifications relate to the points in the job description.

Closing dates for applications and interview dates are detailed on the job advertisement. We regret that owing to the time and costs involved we are able to notify only those candidates who have been shortlisted. Thank you for your interest.

Once you have completed your application form, email to [kbtrecruitment@keepbritaintidy.org](mailto:kbtrecruitment@keepbritaintidy.org).

## Applicants Checklist

□ I have completed all sections of the Application form

□ I have attached my Equal Opportunities form

Thank you and Good Luck with your application.

# PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to the guidance notes when completing your application

|  |  |
| --- | --- |
| **Role Applied for:** |  |

## Personnel Details

|  |  |
| --- | --- |
| Full Name | |
| Address: | |
|  | |
|  | |
|  | Post Code: |
| Contact Details | |
| Home Telephone: | Mobile Telephone: |
| Email address: | |
| Please indicate two people who can provide references specifying your relationship to them– one of whom should preferably be your present/most recent employer: | |
| Name: | Name: |
| Address: | Address: |
|  |  |
| Post code: | Post code: |
| Telephone: | Telephone: |
| Email: | Email: |
| Relationship: | Relationship: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Right to work in the UK**  Are there any restrictions to your residence in the UK which may affect your right to work or your working hours? | | □ No | | □ Yes |
| If yes, please provide details of your visa : | | | | |
| **Driving Licence**  Do you hold a current driving license? | □ Yes | | □ No | |
| If yes, is your licence | □ Full | | □ Provisional | |
| **Criminal Convictions**  Have you been convicted of a criminal conviction which is unspent? If yes this will not automatically exclude your application from the recruitment. HR may contact you to request more detailed information. | □ Yes | | □ No | |

## Employment History

|  |  |  |
| --- | --- | --- |
| Kindly give details of all jobs held including part-time and unpaid work, starting with your most present post/recent employer. | | |
| **Employer** (Name, address and dates employed from and to) | **Jobs Held**  Summary of duties/Achievements | **Reason for Leaving:** |
|  |  |  |
| Earliest date you could take up employment: | | |

## Education, Technical and Professional Qualifications

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| --- |
| Kindly name any educational institute or professional body in full and include qualifications obtained |
|  |

## Professional Development

|  |
| --- |
| Personal Development (include any courses, memberships, voluntary work or responsibilities you consider relevant with outcomes where applicable) |
|  |

## Meeting our Skills, Knowledge and Experience

|  |  |
| --- | --- |
| **Person Specification:** Please read the Job Description carefully.  Address each of the skills and experiences required, stating why your knowledge, skills and experience match what we are looking for. Please give examples that are relevant to the specific work we advertised and the job description. Examples may be paid, voluntary or any other work experience. | |
| **Supporting Statement**  Please use this space to provide any additional information you think in relevant to your application for this post. | |
| **Data Protection Statement**  The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment, or to fulfil legal or regulatory requirements if necessary. The personal information that you give us will also be used in confidential manner to help us monitor our recruitment process.  We do not collect more information than we need to assess your suitability for employment and we will not retain it for longer than is necessary. The personal information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it might affect your application if you don’t.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We will retain the information provided to us for the duration of your employment plus 6 years following the end of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with thirds parties or with other information held by us. We may also use or pass to third parties information relevant to the detection of a crime, to protect public funds, or in other ways permitted by law.  If you do not succeed in your application, the personal information you have provided as part of your application will be retained for a period of 6 months from the vacancy end date. | |
| **Declaration**  I declare that the information I have given in this applications is accurate and true. In understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. | |
| Signature (if email insert name) | Date |