**APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| **Senior Project Officer AD1346** |

|  |
| --- |
| **PERSONAL DETAILS** |
| **Title** |  | **Surname:** |
| **First Name(s):** |
| Address (For correspondence)Postcode | National Insurance No:Nationality:Telephone Number(s):Mobile:Home:Work:e-mail:May we contact you at work? Yes/No |
| **The following details on this page will be used to sift your application using essential and desirable criteria.** |
| **QUALIFICATIONS/EDUCATION / DATES** |
| Undergraduate Degree |  |
| Post-graduate Degree |  |
| Doctorate |  |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) |
| **Essential:** |
| Proven ability to offer effective leadership to multi-disciplinary teams to successfully achieve shared goals |  |
| Experience in pro-actively developing successful project and grant proposals  |  |
| Experience of biodiversity conservation or policy communities  |  |
| Successful delivery of complex projects on time and within budget |  |
| **Desirable:** |
| Experience of modern software development and Agile practices |  |
| Good verbal and written skills in another UN language |  |
| Experience with user research and user-led design. |  |
| Experience in leading the delivery of software projects |  |
| **Safeguarding:** |
| WCMC seeks to create an environment in which there is zero tolerance of harm or abuse and do everything we can to foster a culture in which people feel safe and encouraged to speak up when they witness, or suspect, harm or abuse is taking place.* How do you think you could personally support safeguarding standards to protect vulnerable people or provide an example of how you have done this in a previous workplace?
 |  |

|  |
| --- |
| **HOW DID YOU FIND OUT ABOUT THIS VACANCY? (Please tick)** |
| Advertisement (please state publication): |  | Network Email: |  |
| UNEP-WCMC Web Page: |  | Agency: |  |
| Other (Please state): |
| THE IMMIGRATION AND ASYLUM ACT 1996 |
| **All candidates must complete this section giving details of their right to work if they are to be considered for interview.** **You will be asked to send a scan of your right to work evidence at the point of invitation to interview. The interview will not go ahead unless we receive this information in advance of the interview** 1. Do you need a work permit to work in the UK? **Yes / No** (please delete as appropriate)
2. If **“YES”** Please give details of your current visa, residency and status **here:**

(Your right to work must be appropriate to the role you are applying for i.e. if you are applying for a full time role you must have the right to work full time for the full duration of the contract term.)**Interviewees will also be asked to bring original copy of their passport, birth certificate or other appropriate right to work evidence to interview.** |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
|  |
| **EMPLOYMENT HISTORY** |
| **CURRENT/MOST RECENT EMPLOYER** |
| **Employer name & address:** | **Please summarise duties/responsibilities and state the reasons for leaving this employment:** |
| **Position held:** (Please indicate if this is Full time or Part time) |
| **Start date:** |
| **Leaving date** (If applicable): |
| **Notice period:** |
| **Current/last salary:**(Indicate Overtime and Bonus Payments Separately)**Current benefits:** |
| **PREVIOUS EMPLOYERS (Most recent first)** |
| **From**(MM/YY) | **To**(MM/YY) | **Position held, full or part time, employer name & address** | **Summary of duties & reason for leaving** |
|  |  |  |  |

|  |
| --- |
|  **EDUCATION / TRAINING** |
| You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known |
| **Dates****From** | **To** | **Universities, Colleges & Schools** | **Details of Subjects & Levels Studied** | **Results** |
|  |  |  |  |  |

|  |
| --- |
| **Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for.** |

| REFERENCES |
| --- |
| We require two referee details for your current/most recent employment to date. Email addresses must be from a **work email address** for that organisation and not a personal one. Both referees must be either a line manager, supervisor or HR Team. If you cannot provide two employer referees, i.e. if you have only just graduated then you may use an academic reference.  |
| **1st Current/Most Recent Employer:**Name:Address:Telephone:Work E-mail:Job Title: In what capacity do you know the referee:  | **2nd Most Recent Employer:**Name:Address:Telephone:Work E-mail:Job Title: In what capacity do you know the referee:  |

|  |
| --- |
| **AVAILABILITY**It is not normally possible to alter interview dates to suit individual requirements.  |

|  |
| --- |
| **DECLARATION**I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the Data Protection Act 1998.Signature: . . . . . . . . . . . . . . . . . . . . . . . Date:. . . . . . . . . . . . . . . . . . . (if sent by email we will accept your email account name as a substitute signature) |

**Forms can be emailed to** **recruitment@unep-wcmc.org** **or posted to**

**The People Team, UNEP-WCMC, 219 Huntingdon Road, Cambridge, CB3 0DL, UK.**

**Please attach your Curriculum Vitae.**