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| --- | --- | --- |
| **PRIVATE AND CONFIDENTIAL**  ***Return this form along with your current CV and a cover letter to:***  Nicola Murray  [nicola.murray@national-aquarium.co.uk](mailto:nicola.murray@national-aquarium.co.uk) or  Nicola Murray, National Marine Aquarium, Rope Walk, Coxside, Plymouth PL4 0L  **POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Surname** | **Forename(s)** | **Title** |
| **Address:**  **Postcode Telephone Number:**  **Email Address:** | | |
| **Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)** | | |

**EDUCATION HISTORY**

**Schools/colleges/university Qualifications gained**

**Please continue on a separate sheet if necessary.**

**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER** | **JOB TITLE** | **DUTIES** | **REASON FOR LEAVING** |
|  |  |  |  |

**Please continue on a separate sheet if necessary.**

**REFERENCES**

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

**1. 2.**

**ESSENTIAL QUALITIES**

Please outline what experience you have to meet the following **Essential** qualities for this post.

|  |  |
| --- | --- |
| At least 3 years experience of working with school students in a formal or informal setting e.g. in a school, in an environmental education capacity at a zoo or aquarium |  |
| Provable knowledge, interest and enthusiasm for marine conservation issues |  |
| Ability to work under own initiative |  |
| Provable experience of project management in terms of garnering clients/business |  |
| Excellent organisational and communication skills |  |

**DECLARATION (Please read this carefully before signing this application)**

1 I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: ………………………………………………….. Date: ………………………………………..