



Application for **Data Officer**

**CLOSING: 7<sup>th</sup> February 2025**

*We reserve the right to close this advertisement early if we receive a high volume of suitable applications. We therefore encourage candidates to submit their applications ahead of the deadline.*

Please complete & email to  
[info@freshwaterhabitats.org.uk](mailto:info@freshwaterhabitats.org.uk)

**or send hard copy to:**  
Laura Sinyama  
Freshwater Habitats Trust  
1<sup>st</sup> floor, Bury Knowle House  
North Place, Headington,  
Oxford, OX3 9HY

## 1 PERSONAL DETAILS

<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>ADDRESS &amp; POSTCODE</b>	
<b>TELEPHONE - Daytime</b>	
<b>TELEPHONE – Home/mobile</b>	
<b>EMAIL</b>	

## 2 PRESENT OR MOST RECENT EMPLOYMENT

<b>EMPLOYER'S NAME &amp; ADDRESS</b>	
<b>POST HELD</b>	
<b>DATES OF JOINING &amp; LEAVING</b>	
<b>PERIOD OF NOTICE REQUIRED</b>	

Please give a brief description of the duties and responsibilities you carry/carried out:

### 3 PREVIOUS EMPLOYMENT

<b>DATES (From...To)</b>	<b>EMPLOYER NAME AND ADDRESS</b>	<b>Please give a brief description of the position, duties and responsibilities and your reason for leaving</b>

### 4 TRAINING, QUALIFICATIONS AND OTHER LEARNING

Please give details of your academic and professional qualifications, and any other qualifications you have gained, including specialist in-house training, short courses etc. and any course(s) you are currently undertaking.

<b>BRIEF DESCRIPTION OF COURSE AND DETAILS OF AWARDING BODY</b>	<b>DATES</b>

## 5 DRIVING LICENCE

Do you have a full, current, driving licence?	YES/NO
Do you have a car that you can use for business?	YES/NO

## 6 CRIMINAL RECORD

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	YES/NO
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Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES/NO
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## 7 REFERENCES

Please give details of two people, not related to you, who we may ask for references as to your suitability for the post. The first should be your current or most recent employer. The second should be someone able to comment on your work abilities.

NAME	
POSITION	
ADDRESS	
POSTCODE	
TELEPHONE	
e-mail	

<b>May we contact this person before your interview?</b>	<b>YES/NO</b>
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NAME	
POSITION	
ADDRESS	
POSTCODE	
TELEPHONE	
e-mail	

<b>May we contact this person before your interview?</b>	<b>YES/NO</b>
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## 8 WORK PERMIT

Do you have the legal right to work in the UK?	YES/NO
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## 9 PERSONAL STATEMENT

*Before completing this section, please read the enclosed outline Job Description and Person Specification carefully and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment and elsewhere. We would also like to know what you can bring to Freshwater Habitats Trust.*

**I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT**

**SIGNATURE**

**DATE**

*If you return this form by email, this will be taken as signing the document.*

To help us monitor our recruitment advertising, please tell us where you saw this post advertised.