

The Conservation Volunteers Application Form Guidance



How to apply for a role at TCV:

Our adverts either specify to apply via:

- CV and Covering Letter; or
- Application Form

If the advert asks for a CV and covering letter and you are successful in being invited to an interview, you will be required to complete an application form. This document will assist you to ensure you complete the form to the best of your ability.

The Application Form is divided into a number of sections. Each of these sections is described below.

Skills & Experience Section

This is the section where you explain to us why you are a suitable applicant for the role. We recognise that not everyone who wants to work with us may have the exact experience, so when reading through the Job Description, think about other situations within your life which could also be used to provide suitable examples.

Our Job Description contain a number of Essential and Desirable criteria for each role. You should provide examples of your experience linked to each of these – describing who, when, where, why and how. You should also explain the outcome to the situation. We use these criteria to select applicants for interview, so the examples you provide are really important. Below are 2 examples to provide an understanding of the key difference:

Desirable Criteria

We are looking for applicants who ideally have this experience, however it is not necessary as we take the view that these skills can be learnt on the job.

Example 1: Knowledge of record keeping - An example here could be an electronic or manual system, such as an office filing system to hold customer or employee records. An example outside of work could be a way that you have demonstrated this in your personal life such as organising household bills. A good example would be to explain this way of working, how it helps you and/or others to be better organised.

Registered Office

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Essential Criteria

We are looking for applicants who already have this experience as it is a key part of the role.

Example 2: IT literacy - The role requires the job holder to use our IT systems, therefore it is necessary for applicants to have used some systems in the past. You should explain the types of IT systems you have used. If you don't have a work example, then you should provide examples outside of a work setting, such as sending personal email, being able to use an excel spreadsheet to hold information such as your monthly outgoings, writing letters in word documents etc.

Employment History Section

You should complete this section in as much detail as possible. It's important that we have all the details and there are no gaps. If there are gaps, then explain why and what you did during this time, for example, unemployed, travelling abroad (listing where and dates, if applicable) etc.

If you haven't worked anywhere else before, or have just left full time education, then please make a note of that in this section.

If you are unsure about any of this section, and would like to discuss with us, please contact People Services via email at recruitment@tcv.org.uk.

Education & Qualification Section

Full details of your school, college and university should be listed here. You should also include any formal qualifications achieved such as CSE/GCSE, BTEC or degree.

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Any training you have completed which is relevant to the job should be listed next. This could be training whilst at work, or outside of work. This could be a qualification in Horticulture, a First Aid certificate or a Leadership course for example.

You may also be a member of a profession body so you should include this information – for example the Institute of Leadership and Management or the Chartered institute of Horticulture.

References Section

The details of 2 professional referees are required here and should be of someone more senior than yourself at your current and/or previous place(s) of work.

If you have recently left education, then one reference can be from your educational establishment – this can be a teacher, head of year or school, or a tutor / professor.

If you only have 1 professional reference, then a personal reference can be provided. This person must be a professional person known to you.

Please note that we only contact referees once an offer of employment has been made and accepted. You should therefore also ensure that you have made your referees aware that we could be contacting them in the future if you are offered a job by us.

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Personal Details Section

Finally, we ask for some more details about you. Please ensure all these sections of the form are completed.

It's also the opportunity for you to share with us if you need any specific arrangements to attend an interview. As a Disability Confident Employer, we guarantee that anyone who declares a disability who meets the criteria for the role, will be offered an interview.

Equality and Diversity Monitoring Form

This information is kept entirely confidential and is used for monitoring purposes only so that we can understand who is applying to work for us. This helps to shape our Equality policy. We would like you to complete this form as it's helpful to us, but it is not mandatory.

Additional Information

Our hiring managers tend to contact applicants directly to organise interviews. This timeframe depends on how many applications apply for each role.

Due to the sheer volume of applications, it is not guaranteed that the hiring manager will be able to provide individual feedback.

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Interview Stage

We recognise that not all applicants are comfortable attending a formal structured interview. Interviews, however, are a good way to get to know candidates, and for candidates to get to know the organisation and our teams. For this reason, our interview process has both formal and informal parts, depending on the role applied for.

For example, some of our roles include interaction with volunteers, which includes training them on the use of tools such as a spade or trowel. In this instance, we may ask you to show us how you would demonstrate this to a volunteer. Other roles may include the use of spreadsheets, so we may ask you to show us your skill in this. We believe that by completing more practical activities linked to the role, applicants are able to better show us their skills and experience. We do also ask standard sets of questions at all interviews so we can further understand your experience. We want our candidates to shine during our interview process and believe that this is a fair way of recruiting.

Thank you for your interest in working with TCV. Our website is regularly updated with new roles and we would encourage you to apply for any role that is of interest.

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