



Applying for an RSPB role

All applications for RSPB roles need to be made through our online eRecruitment system.

If, for any reason, you are unable to complete an online application, please contact the individual named in the job advert or recruitmentenquiries@rspb.org.uk to discuss other ways to apply.

Depending on the role, you will need to either:

- Provide a copy of your CV and complete a short form
- Provide a copy of your CV and complete a full application including evidence on how you meet the skills, knowledge and experience requested; or
- Complete an application form to show evidence of how you meet the skills, knowledge and experience requested.

Before you start

All candidates will be asked to provide information as part of the application process, so it's a good idea to have the following information to hand:

- Your contact details
- Employment history for the last five years
- Details of any professional qualifications relevant to the role
- Details of at least two professional referees – if employed/studying, at least one reference should be from your current employer/educational establishment and should be someone at a more senior level to you.

Please note - we will only contact your referees as part of the onboarding process, once an offer has been made and accepted.

Our longer application form will ask 'About you'. In this section we want to know about your skills, knowledge and experience relevant to the role.

We recommend that you evidence how you meet each of the criteria requested – take time to think about the situation, what you did and what the outcome was. We recommend you prepare this in a Word document before transferring the information into the application. The maximum character count for this section is 15,000 characters (including spaces).

As an example, if the 'What we need from you' section of the job description lists 'Experience in leading a team' in the essential criteria, then you need to tell us about your leadership skills and experience, giving examples of situations where you have led a team.

Secondly, we will ask 'Why us?'. Here we want to know what motivated you to apply for a role at the RSPB. It's an opportunity for you to tell the recruiting manager about yourself and why you would want to work with the RSPB. The maximum character count for this section is 5,000 characters.

Important – please complete all the information, including referee details and diversity monitoring data. This information is kept entirely confidential from recruiting managers and will only be used if you are successful in the role, and once permission has been given to approach any referees.

What to expect when you apply

Once you have completed the first page and selected the 'start application' button for one of our roles on our careers page, you will automatically receive an email thanking you for your interest in the position.

This email explains that, when you have completed your application, it will be reviewed by the hiring manager, and you can expect to be contacted once they have been able to consider your application.

It also includes a link for you to access your online application while it is still incomplete.

You will also receive an email from our eRecruitment system, advising you that we have gathered some personal data about you. This email will enable you to register for the applicant gateway where you will be able to see this data, and you will also be able to withdraw and delete your application if you need to.

Please note: once you upload your CV and select 'start application' you will not be able to remove or change the CV, so please be sure you have uploaded the correct one.

Depending on the role you may also be asked a couple of key questions relating to minimum criteria for the role on offer – see below:



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Before you apply

Thank you for interest in a career with the RSPB! Before you apply for this vacancy, please answer the following 'yes' or 'no' question.

Do you have the Right to Work in the UK?

Unfortunately we are unable to offer Visa Sponsorship for this particular position, so applicants need to have pre-existing Right to Work in the UK.

- Yes
 No

[Continue](#)

Please note: if you are not able to answer 'yes' to these questions you will not be able to take on the role and you will not be able to proceed with your application. We consider these questions carefully to make sure they do not unfairly or unnecessarily disadvantage anyone.

When working through the application, make sure that each of the pages of the form have been completed (they will turn green, and you will see a tick) and that you complete the final declaration by selecting the complete button (see below). You will then receive another email thanking you for applying for the role which confirms that your application is complete and received.



1 2 3 4 5 6 Declaration

● We advise reviewing the entire form before attempting to complete. Every change you make is automatically saved

Declaration

The personal information in the application will be stored and processed for the purpose of arriving at a selection decision and if successful it will form part of the employment record.

Any appointment will be subject to

- right to work checks
- criminal record status compatible to the role
- satisfactory medical clearance and references

If it is discovered that any relevant information has been supplied that is false or that any relevant information has been withheld my employment may be terminated.

If the application is unsuccessful all application data held will be deleted in 12 months from the date the application window closes.

For more information on your privacy rights, please refer to RSPB's Privacy Policy available at www.rspb.org.uk/help/privacy-policy/

I declare that I understand how my information will be used and managed and that the information given and in any supporting documents is true and nothing has been omitted that would affect this application *

If I am unsuccessful in my application, I consent to be contacted by an employee of the RSPB with information on any other roles that I may be considered suitable for.

IMPORTANT! You will not be able to return to your application form once it has been submitted.

Previous Complete

Please note: the hiring manager for each role will aim to let you know whether you have been shortlisted for interview within 4 weeks of the closing date. Sometimes this can take longer if we have a large number of applications.

We receive a lot of applications so it is not guaranteed that the hiring manager will be able to provide individual feedback.

If you have any questions about the application process, contact the recruiting manager listed on the advert, or recruitmentenquiries@rspb.org.uk