#  Application Form

Please complete this form in black type/ ink

Please return to: jobs@treesforlife.org.uk

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| --- | --- |
| **Post applied for:** |   |
| **Dates NOT available for Interview:** |  |
| **Current notice period:** |  |
| **Personal Details** |
| **Full name:** |  |
| **Address:** |  |
| **Telephone numbers Home:** **Mobile:** |  |
| **Email:** |  |
| **Do you require a permit to work** **in the UK?** | YES / NO |
| **National Insurance Number:** |  |
| **Do you consider yourself to have a Disability?** | YES/NO |
| **Reasonable Adjustments:** What, if any, types of aids, adaptations, equipment or special arrangements would you require to attend an interview? |  |
| **Education and Training** |
| **Name of school/ college/ university** | **Examinations passed*****(subjects/ credits/ honours)*** |
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| **Details of any further training:***(Please include all courses relevant to this position and give dates of attendance)* |
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| **Employment**  |
| **Current (or last) employment:** |
| **Employer’s name and** **nature of business** | **Position held and concise outline of your duties and date started and ended**  |
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| **What was your principal achievement in this position?** | **Reason for leaving/ wishing to leave** |
|  |  |
| **Previous employment:** |
| **Employer’s name and** **nature of business** | **Brief description of position held and details of duties** | **Reason for leaving** |
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| **Dates employed:** |
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| **Dates employed:** |
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| **Dates employed:** |
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| **Dates employed:** |
| **Personal Statement** |
| **Please explain why you believe you are right for this role, what attracts you and why we should interview you** *(please include details of any relevant skills, knowledge and experience which support your application for the role as described in the role description and how these match the criteria and skills needed)* |
| **Personal Statement continued…***(continue on a separate sheet if necessary)* |
| **Additional Information** |
| **Do you have any unspent criminal convictions?** *(You are not required to include spent convictions under the Rehabilitation of Offenders Act 1974)* | YES / NO |
| **If yes, please specify:**  |
| **Do you have a driving license?** | YES / NO |
| **If yes, please specify the type of license held and any motoring convictions:** |
|  |
| **References** |
| Please provide details of two references, one of which must be your current employer or your last employer if you are not currently working. We will not accept references who are family members or people you only know as friends. Please ensure your references are happy to be contacted. |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Job title:** |  |  |
| **Company:** |  |  |
| **Address:** |  |  |
| **Telephone Number:** |  |  |
| **Email:** |  |  |
| **Relationship to you:** |  |  |
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| **Declaration** |
| The information you have provided will be handled and processed in accordance with the General Data Protection Regulations 2018. It may be used by Trees for Life for business purposes, including the prevention and detection of fraud, as well as for HR purposes and administration. In the event that you are appointed, this information will form part of your personnel record and will be treated as confidential. We will not disclose any of the information provided with any unauthorised person. All unsuccessful applications are destroyed within 12 months of application date.**I understand that any false, inaccurate or incomplete information provided in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.****I declare that all information given as part of my application is true.** |
| **Please sign:** |  |
| **Date:** |  |

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| **Pre Employment Checks (Subject to Job Offer)**  | To be completed by Organisation HR Lead |
| Is the role subject to Basic Disclosure or PVG Scheme Membership?  | NO |
| If yes, process application | Notes: |
| Identity Checks. For example, ask to see:* original copies of their passport, birth certificate or driving licence ( one to be photo)
* a bank statement or utility bill to confirm their name and where they live
* a Certificate of Registration, or a Biometric Residence Permit, and/or immigration documents where relevant
* Take copies of all documentation
 | Notes: |
| Reference Checks | Notes: |
| Right to Work In UK Checks:  | Notes: |