**Application Form**

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| **Application Number (for HR use)**  **Hr will allocate a number to all application forms and your application form will be reviewed separately to your personal details form to encourage a non-bias recruitment process.** | | | |  |
| **Initial and Surname** | |  | | |
| **Post applied for:** | |  | | |
| **Current notice period:** | |  | | |
| **Employment History** | | | | |
| **Current Employer**  **(Name and Address)** | | **Please include your Current Position, Biggest Achievement & Key Responsibilities, all relating to the Job you have applied for.** | | |
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| **Reason for Leaving** | | |
| **Date To** | **Date From** |  | | |
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| **PREVIOUS EMPLOYMENT HISTORY –** *please state your most recent employment first.* | | | | |
| **Employer’s name and**  **nature of business** | | **Position held and concise outline of your duties and date started and ended** | | |
|  | |  | | |
| **Date To** | **Date From** |
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| **Date To** | **Date From** |
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| **Date To** | **Date From** |
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| **Educational Background - Please list any relevant Education / Qualifications** | | | | |
| **Location(s)** | | **Date(s)** | **Subject & Result(s)** | |
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| **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)* | | | | |
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| **At Trees for Life we live by our Values; Bold, Collaborative & Pragmatic.**  **Please give examples of ways you also live by these values in your professional or personal life.** | | | | |
| **We are Bold** | | | | |
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| **We are Collaborative** | | | | |
|  | | | | |
| **We are Pragmatic** | | | | |
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| **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. References will only be taken up for candidates following interview and a verbal offer of employment. | | | | |
|  | | **Referee 1** | **Referee 2** | |
| **Name:** | |  |  | |
| **Job title:** | |  |  | |
| **Company:** | |  |  | |
| **Address:** | |  |  | |
| **Telephone Number:** | |  |  | |
| **Email:** | |  |  | |
| **Relationship to you:** | |  |  | |
|  | |  |  | |
| **CONVICTIONS** | | | | |
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| Our recruitment policy requires you to tell us about any previous convictions classed as ‘unspent’. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers.    If the job description specifies that a current driving licence is essential, you must also disclose all endorsements on your driving licence (points, code, fine, date, expiry date).    **Information will be verified by Disclosure Scotland for relevant posts.**    I declare that I have:  No previous convictions    Previous convictions – details of which are: | | | | |
| **Declaration** | | | | |
| The information you have provided will be handled and processed in accordance with the UK 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 declare that I have no previous convictions or have identified any I have above.**  **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:** | |  | | |