#  Application Form

| **Initial and Surname** |  |
| --- | --- |
| **Post applied for:** |   |
| **Current notice period:** |  |
| **Employment History**  |
| **Current Employer****(Name and Address)**  | **Post Held, Biggest achievement in Post & Key Responsibilities, and date started and if applicable end date.**  |
|  |  |
| **Reason for Leaving** |
|  |
|  |  |
| **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**  |
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|  |  |
| **Educational Background** |
| **Location(s)** | **Date(s)**  | **Subject & Result(s)** |
| Secondary School  |  |  |
| Higher Education  |  |  |
| University/ Further Education  |  |  |
| Professional Qualifications, Accreditations |  |  |
| Certificates/Memberships relevant to this role  |  |  |
| **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)* |
|  |
| **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:** |  |  |
|  |
| **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 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:** |  |