CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please attach this application form via the ‘Apply Here’ link on our jobs page.

Applicant initials:

Position applied for:

When would you be available to start?

Current or most recent employer

Employer name:

Employer address:

Date of employment from/to:

Most recent position held:

Most recent salary:

Number of direct reporting staff:

What is/was your single most important achievement in this role?

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Please give your reason for wishing to leave:

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Please outline your present duties and responsibilities:

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Previous employment experience

Excluding your current or most recent position please detail your previous employment and experience. If this is your first application on leaving education, please indicate any holiday employment or work experience.

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| --- | --- | --- | --- |
| Name and address | Job title | Main responsibilities | Dates of employment (from/to) |
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Qualifications

Please list the qualifications you have taken or are about to do:

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Suitability for the role

**Using the person specification within the job description**, explain, with examples, how you meet the criteria to be shortlisted for this role. You can use examples from both paid and unpaid work as transferable skills will be taken into consideration. Please give detail but remain succinct – write no more than two pages. This information will be used to decide whether to shortlist your application.

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Training

Please detail any relevant specialised training you have received, or any relevant short courses attended:

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Interests

Please list any out of work interests and vocational or voluntary activities which may be relevant to the post:

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References

Please supply contact details, one of which being your most recent employer, of two people that would provide a reference on request. We will only take up references after interview and with your consent.

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| --- | --- | --- | --- |
|  | Referee 1 |  | Referee 2 |
| Name: |  |  |  |
| Job title: |  |  |  |
| Address: |  |  |  |
| Email: |  |  |  |
| Tel No: |  |  |  |

Entitlement to work in the UK

If there are any restrictions regarding your employment in the UK (e.g. if you require a Work Permit), please supply details below.

[ ]  I have no restrictions regarding my employment in the UK

[ ]  I have restrictions regarding my employment in the UK. Please provide details:

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Please note all Plantlife roles are based in the UK. You will be required to provide evidence of your Right To Work in the UK prior to appointment.

Declaration

I confirm that the information provided for this application is correct (please initial)

All the information supplied will be treated in the strictest confidence and will be securely stored. Please refer to Plantlife’s Privacy policy, available on our website or upon request.