# **PRIVATE AND CONFIDENTIAL**

## **City of Trees Trust**

#### Unit 3, Discovery Works, Third Avenue, Trafford Park, Stretford, Manchester, M17 1BW

Telephone 0161 872 1660

**Application for Employment**

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| **PERSONAL DETAILS** | | | | |
| Post Applied For: Assistant Project Officer | | | | |
| Surname: | | | | |
| Forename: | | | | |
| Address: | | | | |
| Email Address:  Mobile Telephone No: | | | | |
| Home Tel No: | | Work Tel No: | | |
| Do you hold a full, current driving licence and are not currently disqualified from driving? | | | | |
| If successful, do you require any special arrangements to be made for your interview on account of a disability?  If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | | | |
| **EDUCATION** | | | | |
| **Secondary School(s) attended** | **From** | | **To** | **Qualifications gained** |
|  |  | |  |  |
| **Colleges attended** | **From** | | **To** | **Qualifications gained** |
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| **Universities attended** | **From** | | **To** | **Qualifications gained** |
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| **TRAINING** | | | | |
| Name and type of membership of professional body with dates admitted: | | | | |
| Job related training with dates: | | | | |

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| **PRESENT AND PREVIOUS EMPLOYMENT** | | | |
| Current Job Title: | | | |
| Date employment commenced: | | | |
| Name and address of Employer: | | | |
| Current salary: | | | |
| Notice required: | | | |
| Please outline your responsibilities: | | | |
| Please list your previous appointments starting with the most recent first: | | | |
| Name and address of Employer | Position held and key responsibilities | From/To | Reason for leaving |
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| **EXPERIENCE** | | | |
| Please explain how you meet the requirements of the role outlined in the job description and person specification and why you are applying for the job. | | | |

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| **REFEREES** | |
| Please give details of two people who are willing to give you a reference. Preferably both should be able to comment on your work performance and one should be your current or most recent employer. | |
| 1. Name:   Address:    Position:  Tel No and email: | 1. Name:   Address:  Position:  Tel No and email: |
| Please tick if you do not wish your referee to be contacted prior to interview  Referee 1  Referee 2 | |

### **DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or subject me to summary dismissal. I understand that these details will be held in confidence by the Organisation for the purpose of assessing this application and ongoing administration (where applicable) in accordance with the Data Protection Act 2018 and the Organisation’s Privacy Notice.

Signed:

Please return to: [hr@cityoftrees.org.uk](mailto:hr@cityoftrees.org.uk)