Prospective Application for Employment

Name & Contact Details

Title & Full name

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Preferred name

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Date of birth

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Position applying for

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Address

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Email address

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Phone number

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Education & Qualifications

Education

Please include the names of any schools you've attended and which years you attended and the subjects you studied. Also detail the name of the exam and exam board for each subject and what grade you achieved.

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Further & Higher Education

Please include the names of any sixth forms, colleges or universities you've attended and which years you attended and the subjects you studied. Also detail the name of the exam and exam board for each subject and what grade you achieved.

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Training, CPD, courses, qualifications, skills & achievements

Please list all the relevant training courses you've completed in the last 3 years.

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Employment History

Please list in reverse order, all the organisations for which you have worked for.

Please include information on the name and address of each employer, the dates you were employed there, what position you held, your salary and your reason for leaving.

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Additional Information

How much notice are you required to give to leave your present employment?

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Do you hold a current full driving licence?

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Have you ever been convicted of a criminal offence?

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Are you subject to any restraints on your current or future employment?

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Are you willing to work overtime and weekends if / when required?

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Expected salary range

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Do you have any pre-arranged holidays?

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Where did you hear of this vacancy?

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References

Reference 1

Please give the name and address of a referee who is not related to you, who we can approach for a confidential assessment of your suitability for this post. This should be from your most recent employer.

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Reference 1 email

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Are you happy for us to contact this reference before an offer of employment is made?

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Reference 2

Please give the name and address of a referee who is not related to you, who we can approach for a confidential assessment of your suitability for this post.

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Reference 2 email

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Are you happy for us to contact this reference before an offer of employment is made?

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If called for an interview, are there any special arrangements we would need to make to assist your attendance?

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Declaration of Applicant

I confirm the above information is correct. Yes ☐

I understand that false information or deliberate omission will disqualify me from employment or may render me liable for dismissal. Yes ☐

I understand a Disclosure from the DBS will be required for this position. Yes ☐

I give permission for Little Tree Huggers to carry out a DBS check on the update service. Yes ☐

I consent to the company processing the information I have provided on this form for the purpose of recruitment, and I understand that it will be retained for as long as necessary for the company to comply with its statutory obligations. Yes ☐

Cover Letter & CV

Please attach this form, along with a Cover Letter and CV to info@littletreehuggers.co.uk.