**Personal Details Form**

**Position being applied for:**

As an inclusive and welcoming organisation, Trees for Life actively seek to promote equal opportunities in all its employment practices. To do so, we ask for certain information from candidates which help us to eliminate any practices which may be discriminatory. The information you provide will be handled in strictest confidence.

**Our Shortlisting panels will only have access to your application form or CV during the recruitment process.**

| **CONTACT DETAILS** |
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| Title  | First name | Middle name(s) | Surname |
| Home address (including postcode) |
| Contact email address | Mobile telephone number   Home telephone number ------------------------------------ |
| What is the best way to contact you? |

| **OTHER DETAILS** |
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| Nationality | Date of birth |
| Do you need a work permit to take up this post?YES  NO  | Are you eligible to work in the UK?YES  NO  |
| Where did you see this post advertised? | Do you have a full UK driving licence?YES  NO  |
| Do you have a physical or mental health condition or disability that:* has a substantial effect on your ability to carry out your day-to-day activities and/or
* would impact your ability to perform this role effectively and/or
* has lasted or is expected to last 12 months or more?

YES  NO  I prefer not to answer this question  |
| If you have answered YES, please describe any arrangements you would need for this job: |

| **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: |
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| **DECLARATIONS** |
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| Please read the following statements and sign below:* I have completed an application form/provided a CV and cover letter (delete as appropriate);
* The details I have supplied on both forms are, to the best of my knowledge, true and complete;
* I understand that, if appointed to this post, the information on these forms will be kept as part of my personal file record;
* I authorise you to obtain references to support this application if I am identified as a preferred candidate;
* I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated;
* I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the UK General Data Protection Regulations Act 2018
* I declare that I have no previous convictions or have identified any I have above.
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| **Signed:**(Electronic insertion of name acceptable) | **Date:** |