

## How to Apply

Thinking of working with Trees for Life? See below some handy information to aid you through the process.

1. Please read the role profile, role information and then complete the application form which can be found on our website. Tell us about yourself! (If you require these in a different format, please contact us on [Jobs@treesforlife.org.uk](mailto:Jobs@treesforlife.org.uk) )
2. Complete the personal details form too. We keep these separate from the application form to ensure a discrete and fair selection process. You will be asked to disclose your nationality in order to process right to work checks in line with government legislation.
3. Send these documents to us by the role deadline at [Jobs@treesforlife.org.uk](mailto:Jobs@treesforlife.org.uk). We will confirm receipt of your application as soon as we can. Please check that you have completed all the necessary documentation we ask for. This may result in your application not being processed.
4. Where applicable, all roles that require working with those named under the PVG scheme will be subject to a Disclosure Scotland Check in line with the Trees for Life Safeguarding of Child and Adults Policy.
5. We shall notify applicants if they have not been successful in being called for interview. Feedback will only be provided to unsuccessful candidates who request it.
6. For information on how we handle, use and retain your data, please refer to the privacy policy for job applicants in compliance with the Data Protection Act 2018 (the Act).
7. Trees for Life aims to provide and ensure equal opportunities in all areas of operations and throughout our values and mission statement. We do not tolerate discrimination on the grounds of gender, race, disability, age, religion and belief, sexual orientation or other irrelevant distinction.