**Application Form – ESG/Sustainability Project Coordinator**

***Please fill out the application form electronically or by hand. Boxes can be expanded or additional sheets of papers used if necessary.***

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| **PERSONAL DETAILS** | |
| First Name(s): | Surname: |
| Address: | Home Tel: |
| Work Tel: |
| Mobile Tel: |
| Email: |
| Do you have the right to work in the UK? | |

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| **Covering Letter**  *As a guide, your covering letter should be around 500 words and include the reasons you are applying for this role.* |
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| 1. Please share a specific project you've managed that you're particularly proud of, including the challenges you faced and how you overcame them? |
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| 1. Can you describe your experience with stakeholder engagement and how you've successfully gained buy-in for sustainability initiatives? |
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| 1. How would you approach setting up a framework to track and report on our organisation's socio-environmental impact? |
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| **REFERENCES**: Please name two referees, one of whom must be your current or most recent employer (will not be contacted without prior permission) | |
| **Referee 1:** Name  Contact details:  Company: | **Referee 2:** Name  Contact details:  Company: |

Declaration to be completed by all applicants:

I confirm that the information I have given is correct and complete.

I understand that data I provide as part of the recruitment process will be used and processed in accordance with ITOPF’s Applicant Privacy Statement. A copy of which has been made available to me. I understand that should I become an employee, this data will be used for employment related purposes.

Signed: Date:

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| **Please take a moment to tell us where you saw the job advertised:** | |
| ITOPF website |  |
| LinkedIn |  |
| Recruitment Agency | Click or tap here to enter text. |
| Other website | Click or tap here to enter text. |