

## APPLICATION FORM



We use the details on your completed application form as the sole basis for short listing for interview. Curriculum Vitae are not acceptable.

<b>Position applied for:</b>	<b>Interview Date and Time:</b> (for office use only)
<b>Please state where you have seen this role advertised:</b>	<b>Action:</b> (for office use only)

**Personal Information**

<b>Surname / Family Name:</b>	<b>Title: (Please specify)</b> e.g. Dr / Mr / Mrs / Miss / Ms / Other
<b><u>First Name(s):</u></b>	<b><u>Only required for paid roles</u></b> <b>National Insurance Number:</b>
<b>Previous Surname(s) / Family name(s):</b>	<b>Do you require/hold a UK work permit or visa :</b>  Yes    No (please specify)  <b>If yes, date of expiry:</b>
<b>Home Address:</b>	<b>Work telephone number:</b>  <b>May we contact you at work about your application?</b>  Yes    No (please specify)
<b>Postcode:</b>	<b>Home telephone number:</b>
<b>Email :</b>	<b>Mobile number:</b>

**Professional Qualifications and Education**

<b>Training institution and level of qualification</b>	<b>Dates</b>	<b>Results</b>

<b>School / College / University</b>	<b>Qualifications</b>	<b>Dates</b>	<b>Results</b>

**Membership of Professional Bodies**

<b>Name:</b>	<b>Membership/Status:</b>
<b>Renewal Date:</b>	<b>Number:</b>
<b>Name:</b>	<b>Membership/Status:</b>
<b>Renewal Date:</b>	<b>Number:</b>

**Work Experience – Please give details of all relevant work, including voluntary work. Please account for any gaps in employment.**

<b>Name and address of employer</b>	<b>Job title and brief description of responsibilities</b>	<b>Dates employed from - to</b>	<b>Reason for leaving</b>

Please answer the following question if the role description / person specification for the role states this as either essential or desirable:

**Do you hold a current full driving licence?**  Yes  No  N/A

**If yes, is it a clean driving licence?**  Yes  No If no, please give details

**Do you have access to a vehicle for work purposes?**  Yes  No

### Supporting Statement

Please set out below any further information, which you feel, supports your application. In particular, you should provide examples to illustrate how you meet the competencies and experience set out in the person specification and role description, together with your reasons for wanting this post. The statement should be **no longer than** two sides of an A4 sheet.

## References

As an organisation working with children and young people, we require references which cover **at least the last 5 years of your employment**. One reference **must** be your **present or most recent employer**. If this is your first role since leaving full time education, your head-teacher or further education tutor should be given as a referee. We reserve the right to approach **any** current or previous employer or organisation where you have worked in an unpaid capacity, without further notification to you. Where a Genuine Occupational Requirement (GOR) is claimed for the post under Equality Act (2010), a pastoral reference will be required. You may also give details of a personal referee as well.

1. Current Employer	2. Previous Employer
Name:	Name:
Job Title:	Job Title:
Organisation's Name/Address (in full):	Organisation's Name/Address (in full):
Telephone Number:	Telephone Number:
Email/Fax:	Email/Fax:
Dates of employment: From: To:	Dates of employment: From: To:
In what capacity do you know them?	In what capacity do you know them?
3. Clinical Supervisor (where relevant)	4. Previous Employer / Personal Referee / Pastoral Referee* (*please delete as appropriate)
Name:	Name:
Job Title:	Job Title:
Organisation's Name/Address (in full):	Organisation's Name/Address (in full):
Telephone Number:	Telephone Number:
Email/Fax:	Email/Fax:
Dates of employment: From: To:	Dates of employment: From: To:
In what capacity do you know them?	In what capacity do you know them?

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**Can we contact your current employer prior to any conditional offer of employment?**

Yes  No

**References (cont)**

Employment referees will be requested to provide details on performance and, where applicable, reasons for leaving. Where relevant, referees will be asked of their knowledge of your work and suitability to work with children and young people.

Have you applied for this post due to a personal contact within the organisation?  
E.g, a friend? .....

If yes, please state their name: .....

If appointed how soon could you take up your new post? .....

**Declarations**

**Data Protection**

“I give permission for Wiltshire Treehouse to process and hold on computer the information or data I have supplied or referred to on it, including any information that I consider to be sensitive and personal. I understand and agree that this information will also be held on my personal file, if I am appointed.”

“I agree that Wiltshire Treehouse may use the information provided in this application form for equality monitoring purposes, compiling statistics, maintaining other employment records and completing statutory returns as required.”

**References**

“I agree that Wiltshire Treehouse may ask my referees for comments on my suitability for the post and in respect of employment referees request details on my performance, reasons for leaving and suitability to work with children and young people, where applicable.”

**Application submission**

“In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in my dismissal if they become known after my appointment.”

**Canvassing**

Any applicant who canvasses a Director of Wiltshire Treehouse or a member of the selection committee shall be disqualified from the appointment.

**DBS Checks**

Successful candidates applying for roles that involve direct work with children will required an enhanced Disclosure and Barring Service check.

**Name:** ..... **Date:** .....

**Signature:**.....



Wiltshire Treehouse is an equal opportunities employer. All applicants are judged solely on their ability to do the role for which they are applying. To ensure that the aims of the policy are being achieved, Wiltshire Treehouse need to record certain personal details about applicants. You are therefore requested to provide the monitoring information, which will be treated in the strictest confidence.

The information will be held on computer files for the purposes of monitoring the operation of the policy on equalities and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after one year.

### **Ethnic Background**

#### **White**

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in:

#### **Mixed/multiple ethnic groups**

- White and black Caribbean
- White and black African
- White and Asian
- Any other Mixed / multiple ethnic group, write in:

#### **Asian/Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in:

#### **Black/African/Caribbean/Black British**

- African
- Caribbean
- Any other Black / African / Caribbean background, write in:

#### **Other ethnic group**

- Arab
- Any other ethnic group, write in: