Application Form

F132 v1.4

Application for the post of:	

Contact Information:	
Surname:	Forename:
Any other surname known by:	Any other forename known by:
House Name or Number:	Street Name:
Town:	County:
Postcode:	Telephone Number:
Email Address:	NI Number:
Nationality:	Do you have a Full UK Driving Licence: Yes / No
Do you have the right to work in the UK: Yes / No	

Current Employer:	Job Title:
Notice Period:	Current Salary:
Reason for Leaving:	

Why do you want to work for Appletree Treatment Centre? How do you meet the Person Specification? Please include any relevant qualities and experience:
Where did you hear about this vacancy?
Do you know anyone who works at ATC? If so, what is your relationship?
Please give details of your leisure interests and hobbies:

FULL EDUCATION HISTORY INCLUDING SCHOOL FROM THE AGE OF 16 WITH ANY GAPS ACCOUNTED FOR

Schools/Colleges/University /Work Based	Study Dates	Qualification and Grade	Date Obtained

Please continue on a separate sheet if necessary

FULL EMPLOYMENT AND/OR VOLUNTARY WORK HISTORY FROM THE AGE OF 16 WITH ANY GAPS ACCOUNTED FOR

Name of Company/Organisation	Contact Details of Company/Organisation	Dates of Employment MM/YY to MM/YY	Position Held & Description of Responsibilities	Reason for Leaving

Please continue on a separate sheet if necessary

Please explain any gaps in your education and employment history from the age of 16
Please list any relevant training courses you have attended:

REFERENCES	
Please provide the names and addresses of two referees who can comment on your ability to fill this position. Both referees should have worked with you or have been/are well known to you within the last 5 years and **one must be from your current or most recent employer**. If you are not currently working with children but have done so in the past, the second reference MUST be from the last place where you worked with children. **References cannot be accepted from relatives or friends.**	
Reference 1	**Reference 2**
Name:	Name:
Company/Organisation:	Company/Organisation:
Relationship to You:	Relationship to You:
Email:	Email:
Phone Number:	Phone Number:
May we approach this referee before interview? Yes or No	May we approach this referee before interview? Yes or No

CRIMINAL CONVICTIONS	
We comply with the Disclosure and Barring Service (DBS) code of practise and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information of filtering and protected offences on the Ministry of Justice website. Nacro – https://www.nacro.org.uk/criminal -record-support-service/ email helpline@nacro.org.uk, telephone 0300 123 1999 Unlock – http://hub.unlock.org.uk/contact or telephone 01634 247350 text 07824 113848 If you are invited to interview, a statement of these details should be brought to the interview in an envelope marked 'Private and Confidential – for the Address Only' in the top left-hand corner with 'HR & Recruitment' in the centre of the envelope, and 'DBS information' marked in the bottom left-hand corner. If you are appointed this will remain in your staff file, however if you are not successful the envelope will be destroyed in accordance with GDPR regulations.	
Have you ever been found guilty of a criminal offence or received an official police caution that is either unspent or would not be filtered by the DBS?	**Yes or No**

I confirm that the information provided is complete to the best of my knowledge.

Signature: _____ Date: _____

Everyone within Appletree Treatment Centre has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. We carry out the appropriate vetting and verifications on all staff and this post is subject to an enhanced DBS check. We might conduct an online search as part of due diligence checks in the recruitment process. As this position is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 no convictions or cautions are protected and will not be filtered from an enhanced DBS Certificate. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please return the Application Form to the following address:
admin@appletreetc.co.uk
Appletree Treatment Centre
Natland
Kendal LA9 7QS