

**Nurture Dogs Inc Dedham Therapy Farm CIC**

# Application Form



**PLEASE COMPLETE THIS FORM IN CAPITAL LETTER AND BLACK INK**

**Role Applied for:**

## Personal Details

<b>Title:</b>
<b>Surname:</b>
<b>First Name(s):</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Home telephone number:</b>
<b>Mobile:</b>
<b>Email:</b>
<b>Date of birth:</b>
<b>National Insurance Number:</b>
<b>How did you hear about this role?:</b>
<b>I am a British Citizen or have a Legal Right to Work in the UK: YES / NO</b>

## Employment History - Present or Most Recent

<b>Name of Employer:</b>
<b>Job Title:</b>
<b>Dates from - to:</b>
<b>Key Responsibilities:</b>
<b>Reason for Leaving:</b>

## Previous Employment

Please provide 10 years of employment history including any voluntary or unpaid work.

Job Title	Employer	Dates Start/ End	Reason for Leaving

### Previous Employment Continued

Job Title	Employer	Dates Start/ End	Reason For Leaving

Please account for any gaps in your history:

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### Education

Name of Institution	Dates from - to (month & year)	Courses/subjects taken	Qualification/grade

## Education Continued

Name of Institution	Dates from - to (month & year)	Courses/subjects taken	Qualification/grade

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent professional development. Please include dates.**

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### **Professional / Technical membership**

<b>Name of professional/ technical body</b>	<b>Grade of membership</b>

### **SUPPORTING STATEMENT**

**Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.**

**Please continue on a separate sheet if necessary.**

## **EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

### **Rehabilitation of Offenders Act**

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write 'none'.

### **Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. The Health and Care Professions Council (HCPC). If there are none please write 'none'.

### **Additional Information**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability?

Yes ☐

No ☐

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We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

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Are you eligible to work in the UK? Yes ☐ No ☐

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Do you require a work permit? Yes ☐ No ☐

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Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?  
(If yes, give details) Yes ☐ No ☐

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Are you related to any member of staff / Director at Nurture Dogs Inc Dedham Therapy Farm CIC? Yes ☐ No ☐

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If yes, give name and relationship:

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

## REFERENCES

Please give details of at least two referees, one of who must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment. If there has been a gap in employment where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up on all short-listed candidates before an offer of employment is made.**

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/ Relationship:	Occupation/ Relationship:
How long have they known you?	How long have they known you?

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children, young people or vulnerable adults, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child or vulnerable adult protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none'.

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I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for the purposes registered by Nurturer Dogs Inc Dedham Therapy Farm CIC under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this job?

### **Privacy Policy (GDPR)**

Nurture Dogs inc Dedham Therapy Farm CIC is committed to protecting and respecting your privacy. We are responsible for protecting your personal information as a "data controller" under applicable data protection legislation. For more information and any queries on our Privacy Policy please contact us at [hello@dedhamtherapyfarm.org.uk](mailto:hello@dedhamtherapyfarm.org.uk).

Please return your completed form to Nurture Dogs inc Dedham Therapy Farm CIC:

- [hello@dedhamtherapyfarm.org.uk](mailto:hello@dedhamtherapyfarm.org.uk)
- Our office at Mill Lane, Dedham, Colchester CO6 7DH

Nurtured Dogs inc Dedham Therapy Farm CIC is a registered Community Interest Company in England and Wales under company number 7934234.