

Treetops’ Application Form

We wish you the very best of luck.

# Before you get started

We’re so pleased that you’re applying to work with Treetops and we wish you all the best with your application.

Try to tell as much as you can about your skills and experience and how they relate to the role you’re applying for. If you want to talk to the recruiting manager at any time, just give them a call – we’re always happy to answer your questions.

You may enclose your CV but please complete sections 1, 4, 5, 6 & 7. If you need more space in any section, use the ‘Tell us more’ section.

# 1. About you

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Add | Name | Click to add your name |

|  |  |
| --- | --- |
| Post you’re applying for  | Add the post you’re applying for |

|  |  |  |
| --- | --- | --- |
| Address | Street | Click or tap here to enter text. |
|  | Town/City | Click or tap here to enter text. |
|  | Postcode | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Email address  | Click or tap to add your email.  |

|  |  |
| --- | --- |
| Telephone number | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Driving license | Click to select | Own transport | Click to select |

# 2. Your Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School | Click or tap here to enter text. | Qualifications | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
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| Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Further Education | Click or tap here to enter text. | Qualifications | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Further Education | Click or tap here to enter text. | Qualifications | Click or tap here to enter text. |

## Other Training

|  |  |
| --- | --- |
| Course/Qualification | Date completed |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |
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| Click or tap here to enter text. | Click or tap to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualified nursing staff only: | Pin | Pin | Expiry | date. |

## Membership to Professional Bodies

|  |  |
| --- | --- |
| Professional body | Membership level |
| Click or tap here to enter text. | Click or tap here. |
| Click or tap here to enter text. | Click or tap here. |
| Click or tap here to enter text. | Click or tap here. |

# 3. Employment History

Please add your most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| From / To | Name and Address of Employer | Job Title and main duties | Final salary and reasons for leaving |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# 4. Tell us more

Please tell us about the reasons for your application, your skills and experience for the role, and what makes you stand out from the crowd.

|  |
| --- |
| Click or tap here to enter text. |

# 5. The final pieces of information

This post will be subject to an enhanced CRB check.

|  |  |
| --- | --- |
| Have you been, or are you currently, the subject of any police investigation or conviction in this or any other country? | Select |

If you’re called for interview and you have any spent or current convictions, reprimands, final warnings or pending prosecutions, please detail these and bring them with you to the interview. The envelope should be marked – For the Attention of the Chief Executive – Private and Confidential.

For nursing applications only.

|  |  |
| --- | --- |
| Have you been, or are you currently, the subject of fitness to practice proceedings by the NMC or any overseas regulatory body? | Select |

|  |  |
| --- | --- |
| How did you know about this vacancy? | Click or tap here to enter text. |

# 6. References

Please give the names of two people we can contact for references, one of whom should be your current or most recent employer.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name  | Click or tap to enter text. | Click or tap to enter text. |
| Job title | Click or tap to enter text. | Click or tap to enter text. |
| Contact organisation and address | Click or tap to enter text. | Click or tap to enter text. |
| Email | Click or tap to enter text. | Click or tap to enter text. |
| Telephone number | Click or tap to enter text. | Click or tap to enter text. |
| Can we contact them before interview? | Click to select | Click to select |

# 7. Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give Treetops the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

I also confirm that I am able to produce evidence of my right to work in the United Kingdom (you will be asked to bring this with you if you are invited for interview).

Please type your full name in the box below to acknowledge the above declaration.

|  |  |
| --- | --- |
| Signed |  |
|  | When you want to save your final version, double click the signature box to sign it. |

|  |  |
| --- | --- |
|  | For non-compatible versions of Word, put your name in the box below to sign your application instead. |
|  | **X** Add your name here to sign. |

# Thank you and good luck!

Please submit your application per the instructions on the job advertisement. Your privacy is important to us, so we will always keep your details secure. For information about how we use your data, please see our privacy notice at treetops.org.uk/privacy or request a hard copy from the HR/Volunteer Services Department on 01159 491264 or HR@treetopshospice.org.uk.

We wish you the very best of luck.