

Yafforth Road, Northallerton, North Yorkshire, DL7 0LQ,

Phone. 01609 770269, Fax 01609 770056, Email: northdalhort@aol.com,

Reg. Charity No. 1142535 VAT Reg. No. 886673068

**NORTHDALE HORTICULTURE**

**POLICIES AND PROCEDURES**

**APPLICATION FOR EMPLOYMENT**

**GUIDANCE NOTES**

Please find enclosed information about Northdale Horticulture, a job description, person specification, application form and further information regarding the post in which you are interested. If you require any more information please do not hesitate to contact the Service Manager or Client Service Manage at Northdale Horticulture.

**Please read these notes carefully before completing the application form.**

1. CVs will not be accepted. All candidates are required to complete the enclosed application form in full so that we receive the same type of information from all applicants and so that you can directly address the selection criteria.
2. Use black ink (biro) throughout to facilitate photocopying.
3. The Education/Training section asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which is necessary or relevant to the job for which you have applied. Evidence of your qualifications may be required.
4. The Experience and Skills section is the most important part of the form and should be used to tell us how you think you meet each of the selection criteria listed on the person specification.

Please use each criterion as a heading and demonstrate how you feel you meet each requirement.

Please return the application form to the address given to reach us before the closing date. Applications arriving after the closing date will not be considered for shortlisting.

We regret that we are unable to respond to all applications individually. Interviews will be held at a later date to be specified. If you have not heard from us by the end of 30/06/2025 please assume that you have been unsuccessful this time.

Please note that this post will be subject to a Disclosure and Barring Service check and any offer of employment resulting from interview will be conditional on the findings of such a Disclosure. We would like to point out that having a conviction for an offence will in no way exclude you from a post at Northdale Horticulture, unless that conviction is related to your suitability to work with vulnerable people.

Intentionally Blank



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**NORTHDALE HORTICULTURE**

**APPLICATION FOR EMPLOYMENT**

# CONFIDENTIAL WHEN COMPLETE

**Position applied for:** ……………….………………………………………………………………………………………….

**Surname:** ......................................................................................................................................

**Forename/s:** .................................................................................................................................

**Address:** ........................................................................................................................................

.......................................................................................................................................................

..................................................................................... **Postcode:**  .................................................

**Telephone Number: Private:** ................................... **Work:**  .....................................................

**Email Address: .....................................................................................................................**

**Do you hold a valid Driving Licence? Yes / No**

**If so, how many years? ..... Years**

**Do you have any driving convictions? Yes / No**

**If YES, please give details:** .........................................................................................................

.....................................................................................................................................................

**Have you ever been convicted of a criminal offence? Yes/No\***

**\* Please tell us about any convictions whether spent or unspent, cautions, reprimands or final warnings and will you also need to tell us about any non-conviction information that has a bearing on your suitability to work with vulnerable people. You may wish to include this information is a separate envelope.**

**Please note that in the event of you being offered the position you will be subjected to the Disclosure and Barring Service process.**

**(Please see separate notes at the end of this document in relation to disclosure of information related to former convictions)**

**EMPLOYMENT**

**On what date would you be available to start work at Northdale Horticulture? ..........................**

**EMPLOYMENT HISTORY**

**List below present and past employment since leaving school, commencing with your most recent. ( please use a separate sheet if require)**

|  |  |  |
| --- | --- | --- |
| **Name and Address of Employer****(include Tel No. if possible)** | **Date To** | **Position held and duties undertaken** |
|  |  |  |

**We may wish to contact your previous employer/s for further information. If there is a particular employer you do not wish us to contact, please indicate which one.**

**EDUCATION / TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications / Training** | **Organisation****(where appropriate)** | **Date** | **Level achieved** |
|  |  |  |  |
| **Qualifications currently being studied for** | **Method of study** | **Level** | **Exam date** |
|  |  |  |  |

**Please outline the skills and experience you have gained through employment and other activities and interests, which are relevant to the selection criteria.**

**.....................................................................................................................................................**

**.....................................................................................................................................................**

**.....................................................................................................................................................**

**.....................................................................................................................................................**

**Please continue on a separate sheet.**

**If there is further supportive information you wish to include please do so.**

**PERSONAL REFERENCES**

**Please give details of two people (not relatives) we could approach for references, one of whom should be your present or most recent employer.**

**Name: …......................................................................................................................................**

**Occupation: ..................................................................................................................................**

**Address:..........................................................................................................................................**

**...........................................................................................................................................**

 **..........................................................................................................................................**

**Tel No:........................................................Email:.........................................................................**

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

**Occupation: ..................................................................................................................................**

**Address:..........................................................................................................................................**

 **..........................................................................................................................................**

 **..........................................................................................................................................**

**Tel No: ...............................................Email :................................................................................**

**The facts set forth on this application for employment are, to the best of my knowledge, true and complete. I am happy for you to contact the referees detailed in my application.**

**Signed ............................................................................... Date ................................................**

**Where did you see this post advertised? ………………………………………………………………………………………**

**Please return to:** **Return Date: ………………………………………**

**The Service Manager OR Client Services Manager**

 **Northdale Horticulture Able**

 **Yafforth Road 3 Bailey Court**

 **Northallerton Colburn Business Park**

 **DL7 OLQ Catterick, DL4 9QL**



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**NORTHDALE HORTICULTURE**

**CRIMINAL CONVICTIONS**

**NOTICE TO APPLICANTS**

**\*Convictions and ‘Spent’ Convictions of a Criminal Nature.**

**You will appreciate Northdale Horticulture must be particularly careful to enquire into the character and background of applicants to posts involving contact with people who have a disability. It is, therefore, essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Re-habilitation of Offenders Act 1974. However the fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.**

**You must, therefore, answer the question on the application form “have you ever been convicted of a criminal offence?” (Please answer yes or no). If the answer is “yes”, you must give details which may, if you wish, be enclosed in a separate sealed envelope marked “Confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to the application to which the Order applies. The object of this notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and Northdale Horticulture.**

**Post interview any offer of employment will be conditional on the findings of a Disclosure and Barring Service application.**

**Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.**

**NOTICE TO REFEREES**

**The above notice has been given to the applicant who has given your name as Referee. The effect of the exemption mentioned in the notice is to make it possible for you to reveal any information you may have concerning convictions which would otherwise be considered as ‘spent’, in relation to this application and which you consider relevant to the applicant’s suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of the applicant for a position where such exemption is appropriate.**