

**APPLICATION FOR EMPLOYMENT**

**Please type or write in *black* ink**

**SECTION A:**

**Application for appointment of:**

|  |
| --- |
| **Job Title:** |

**Personal Details (IN BLOCK LETTERS)**

|  |
| --- |
| **SURNAME:** **First NAME:** |
| **ADDRESS:**  **Preferred Contact Number ……………………………………………………………………..**  **Email contact…………………………………………………………………………………………..** |
| **EDUCATION AND TRAINING**  Please give details of your educational qualifications and experience,  **Education** (Secondary School)   |  |  | | --- | --- | | School Attended | Summary only of Qualifications obtained or to be taken (e.g. 6 x o levels or 5 GCSEs) | |  |  |   **Education** (Further and Higher Education)-Please only record your highest level of education   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dates | | College / University Attended | Qualifications obtained or to be taken | Results (incl. Grades) | | From | To |  |  |  | |  |  |  |  |  |   **Training** (Details of any other training or qualifications **relevant** to this role e.g. short courses, NVQ’s etc). **Please do not list courses that are over 5 years out of date**   |  |  |  | | --- | --- | --- | | Dates  From To | Organising Body | Course title (including any Qualifications obtained) | |  |  |  | |

**URRENT EMPLOYMENT (Please include paid and unpaid work)**

# Present or most recent employer/organisation

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer: | | Grade | Salary |
|  | | Date Appointed |  |
|  | |
|  | | Notice Required |  |
| Post Code |  |
| Position |  | Leaving Date |  |
| Reason for Leaving (if applicable) |  | | |
| Brief Outline of Duties and Responsibilities: | | | |

# Previous employers/organisations (most recent first)-expand or complete additional sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employers Name | | Role and Details of Job | From | To |
|  |  | |  |  |

**POST FOR WHICH APPLICATION IS MADE**

**In the initial comparison of applicants for a job, the information supplied here by you plays a significant part and it is very important that you should complete this section and should refer to the Job Description and Person Specification giving examples of how you have met the criteria**

|  |
| --- |
| **This section of the form is for you to give examples of what you have achieved in your work, paid or voluntary or in your personal life that makes you a suitable applicant.**   1. **Tell us about a time you have worked as part of a group or team; what did you achieve and how did you support the team** 2. **Tell us about a time you have supported someone through a difficult or challenging situation. What was your role and what was the outcome** 3. **Read the Job Description and tell us about something on the Job Description or Person Specification that you have had experience in; describe what you did and what you achieved.**   **You can give as many examples as you wish in this section.**  **Please expand and/or continue on additional sheets if required and attach** |

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|  |
| --- |
| I declare that the information I have given on this form is correct and understand that if appointed, I will be liable to disciplinary action including dismissal and/or criminal action should I knowingly give false information.  I give my permission for this personal information to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of equal opportunities monitoring. I also give permission for the information provided to be used to form the basis of personnel records should I be appointed.  Signature      Date |

**SECTION B:**

**This section will be detached and will not be seen by the selection panel. It will only be used where the selection panel have decided to make an offer of employment.**

# REFEREES

Please give the names and addresses of two referees, who should not be related to you and one of whom should be your **present or most recent employer or supervisor** (where applicable). **Referees will not be taken up until an offer of employment has been made.**

|  |  |
| --- | --- |
| **Present or most recent** employer/supervisor  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Disclosure and Barring Service Check (formerly CRB)**

The DBS was formed in 2012 by merging the functions of the Criminal Records Bureau (CRB) and the [Independent Safeguarding Authority](https://en.wikipedia.org/wiki/Independent_Safeguarding_Authority) (ISA) under the [Protection of Freedoms Act 2012](https://en.wikipedia.org/wiki/Protection_of_Freedoms_Act_2012).

As part of its equal opportunities policy, Mind in Furness Ltd wishes to ensure that it does not discriminate against ex-offenders. However your attention is drawn to the fact that the post you are applying for is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore you must disclose information about any convictions which for other purposes are ‘spent’ under the provisions of the Act. All applicants are subject to an enhanced level of Disclosure check by the Disclosure and Barring Service. Individuals who have a criminal record should note information they disclose will be considered fairly on a case-by-case basis however failure to disclose a criminal record or providing false, inaccurate or misleading information is likely to disqualify you from appointment

Have you ever been barred from working with vulnerable adults and/or children ?

Please circle - Yes No

Have you ever been convicted of a criminal offence? Please circle - Yes No

|  |
| --- |
| If your answer was yes, please give details of date(s) of offences(s), nature of offence(s) and sentence(s) passed |

**SECTION C:**

**THIS SECTION WILL BE DETACHED ON SUBMISSION OF APPLCIATION.**

**IT WILL BE USED ONLY FOR MONITORING PURPOSES.**

# EQUAL OPPORTUNITIES IN EMPLOYMENT – STATEMENT OF POLICY

MIND IN FURNESS is an equal opportunities employer and will apply objective criteria to assess merit. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of:

* age
* disability
* gender reassignment
* marriage and civil partnership
* pregnancy and maternity
* race (including ethnic or national origins, colour and nationality)
* religion or belief (including lack of belief)
* sex
* sexual orientation

Mind in Furness values diversity and difference. We welcome applicants from all sections of the community, particularly people with lived experience of mental distress.”

Selection criteria and procedures will be reviewed frequently to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress both within and outside the organisation. MIND IN FURNESS is committed to a programme of action to make this policy fully effective.

**Would you please provide the following information which will be treated as confidential but which will assist us to monitor and implement our Equal Opportunities Policy. We would appreciate your co-operation. However, your application will not be affected by the information provided or if you choose not to complete part of all of this section.**

**Equality & Diversity Monitoring Form**

Please complete the information requested on this monitoring form to help us ensure we avoid discrimination & can address any inequalities. Your information will be confidential & will not be personally identifiable.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Application for Post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  Please state here where you saw the post advertised (e.g. Newspaper, Social media, Indeed, Job centre , Other) | | | | | | | | | | | | | | | |
| **Gender*……***Please tick as appropriate …… | | | | | | | | | | | | | | | |
|  | Male |  | | Female | | | | |  | | Transgender | | |  | Undeclared |
| **Age** *……Please tick as appropriate* | | | | | | | | | | | | | | | |
|  | 18-24 |  | | 25-34 | | | | |  | | 35-44 | | |  | |
|  | 45-54 |  | | 55-64 | | | | |  | | 64-upwards | | |
|  | Undeclared |  | |  | | | | |  | |  | | |
| **Ethnic Origin** *(*Please tick one that you feel best describes your ethnic origin*)* | | | | | | | | | | | | | | | | | |
| **White** | | | | | | |  | | | **Mixed** | | | | | | | |
|  | British | | | | |  | | | |  | White & Black Caribbean | | | | | |
|  | Irish | | | | |  | | | |  | White & Black African | | | | | |
|  | Travellers of Irish Heritage | | | | |  | | | |  | White & Asian | | | | | |
|  | Gypsy Roma | | | | |  | | | |  | Any Other Mixed Background  (please specify) | | | | | |
|  | Any Other White Background (please specify) | | | | |  | | | |  |  | | | | | |
| **Asian/Asian British** | | | | | | | |  | | **Black/Black British** | | | | | | | |
|  | Indian | | | | |  | | | |  | Caribbean | | | | | |
|  | Pakistani | | | | |  | | | |  | African | | | | | |
|  | Bangladeshi | | | | |  | | | |  |  | | | | | |
|  | Any Other Asian Background(please specify) | | | | |  | | | | Any Other Black Background  (please specify) | | | | | | |
| **Chinese or other ethnic group** | | | | | | |  | | |  | | | | | | | |
|  | Chinese | | | | | |  | | |  | Any Other Ethnic Background (please specify*)* | | | | | | | |
|  | Undeclared | | | | | |  | | |  | | | | | | | | |
|  |  | | | | | |  | | |  |  | | | | | | | |
| **Religion and Belief** | | | | | | | | | | | | | | | | | |
|  | Christian | |  | | Buddhist | | | | | | |  | Hindu | | | | |
|  | Jewish | |  | | Muslim | | | | | | |  | Sikh | | | | |
|  | No Religion | |  | | Other Religion | | | | | | |  | Undeclared | | | | |

|  |  |
| --- | --- |
| **Sexual Orientation**  **Which of the following options best describes how you think of yourself?** | |
|  | Heterosexual (Orientation towards people of the opposite sex) |
|  | Lesbian or Gay (Orientation towards people of the same sex) |
|  | Bisexual (Orientation towards people of the same and opposite sex) |
|  | Undeclared |

**FOR OFFICE USE ONLY**: Date received \_\_\_\_\_\_\_\_\_\_\_