

## APPLICATION FOR EMPLOYMENT

Position applied for:

*Please do not submit a CV as a substitute for answering any of the following questions; it could be to the detriment of your application because CVs will be disregarded in the selection process.*

### PERSONAL DETAILS

#### BLOCK CAPITALS PLEASE

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email contact: \_\_\_\_\_

May we contact you at work (with appropriate discretion)? Yes/No

### REFERENCES

*Please give details of two people who should not be related to you, and who can comment on your suitability for this post. One should be your present or most recent employer or supervisor. Please indicate whether you are willing for these referees to be contacted prior to interview.*

Name: _____	Name: _____
Address & Postcode: _____ _____	Address & Postcode: _____ _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____
Capacity known to you: _____	Capacity known to you: _____

May we approach at this stage?  Yes/No	May we approach at this stage?  Yes/No
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**EDUCATION**

*Starting from the most recent, please provide details of your education, qualifications and training, including subjects studied, higher or further education, and short courses where appropriate eg relevant on-the-job training and relevant adult education classes.*

<b>Secondary School(s)/ College(s)/Universities, Courses, CPD, training and further study.</b>	<b>From</b>	<b>To</b>	<b>Qualifications (Please indicate level &amp; grade)</b>

*Please continue on a separate sheet if necessary*

**PROFESSIONAL QUALIFICATIONS/INSURANCE**

Do you have professional membership with either the BACP/BABCP (or similar)? YES/NO

If yes, please provide details: \_\_\_\_\_

Are you able to supply evidence of your professional qualifications? YES/NO

Do you currently hold professional indemnity insurance? YES/NO

**Interests:** *Please give details of your leisure and/or voluntary interests and experience.*

**CURRENT OR MOST RECENT EMPLOYMENT**

Name & Address of Employer	Job Title & Brief Details of Duties & Responsibilities	From (month & year)	To (month & year)

Current grade and basic salary: \_\_\_\_\_

HCAS/Location Weighting (if applicable): \_\_\_\_\_

Period of notice required (if applicable): \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If offered this post, when would you be able to take up your duties? \_\_\_\_\_

Are you applying for this post as a secondment? \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

*Please list your most recent jobs first, and include paid and unpaid work*

<b>Name &amp; Address of Employer</b>	<b>Job Title &amp; Brief Outline of Duties &amp; Responsibilities</b>	<b>From (month &amp; year)</b>	<b>To (month &amp; year)</b>	<b>Reason for Leaving</b>

**PREVIOUS EMPLOYMENT (Continued)**

<b>Name &amp; Address of Employer</b>	<b>Job Title &amp; Brief Outline of Duties &amp; Responsibilities</b>	<b>From (month &amp; year)</b>	<b>To (month &amp; year)</b>	<b>Reason for Leaving</b>

**REASONS FOR APPLYING**

Please give your reasons for applying for the post, **relating these closely to the Person Specification** and paying particular attention to those aspects highlighted as the **shortlisting criteria**. Note that the tasks and duties of the post are detailed in the Job Description. What are the skills, experience and interests which you could bring to the post – bearing in mind any relevant work you have undertaken (paid or unpaid)?

In the shortlisting process, the information you provide here plays a significant part and it is therefore important that you complete this section as carefully as possible paying particular attention to the **shortlisting criteria**.

*Please continue on a separate sheet if necessary.*

**CRIMINAL RECORDS BUREAU DISCLOSURE**

In line with Mind in Bexley and East Kent's stated commitment to the principles of equity for everyone, all Staff employed by Mind in Bexley and East Kent and all Volunteers fulfilling a role at Mind in Bexley and East Kent will be subject to a DBS check, to help assess the suitability of applicants for these positions of trust, there will be no exceptions to this requirement which is in place to safeguard the well-being of those who use our services and the integrity of the organisation.

Mind in Bexley and East Kent complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate **unfairly** against any subject of a Disclosure on the basis of conviction or other information revealed.

Do you have a current valid DBS certificate? Yes /No

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

If your answer was 'Yes', please give the date(s), nature of the Offence(s) and sentence(s) passed:

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**NB: Offences which would be deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared.**

### **PRACTICAL SKILLS**

Do you have a current driving licence? YES/NO

Do you have a car? YES/NO

Are you computer literate? YES/NO

If YES, which software have you used on a regular basis?

### **REASONABLE ADJUSTMENTS**

Should you be invited to interview, do you require any reasonable adjustments to be made to facilitate the interview?

Yes/No

**DECLARATION (Please read this carefully before signing this application form)**

I confirm that the information I have given above is complete and correct and that any untrue or misleading information will give Mind in Bexley and East Kent the right to terminate any employment contract offered.

*(Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_