

**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:**  **Telephone No: Home: Work Ext**  **Mobile……………………………………………………………………..**  **Email contact…………………………………………………………….** |
| **EDUCATION AND TRAINING**  Please give details of your educational qualifications and experience, including subjects taken and short courses where appropriate.  **Education** (Secondary School)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dates | | School Attended | Qualifications obtained or to be taken | Results (incl. Grades) | | From | To |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **Education** (Further and Higher Education)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dates | | College / University Attended | Qualifications obtained or to be taken | Results (incl. Grades) | | From | To |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **Training** (Details of any other training or qualifications e.g. short courses, NVQ’s etc).   |  |  |  |  | | --- | --- | --- | --- | | Dates  From To | | Organising Body | Course title (including any qualifications obtained) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Membership of Professional Bodies: (include grade/status of membership)** | |

**CURRENT & PREVIOUS 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name | | Role and Details of Job | From | To |
|  |  | |  |  |

**POST FOR WHICH APPLICATION IS MADE**

Please give us **your reasons for applying for this post**, and **tell us how you think you meet each of the criteria listed in the Job Details** for this post. Please include details of any voluntary work

*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*

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| **Please 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.**

|  |  |
| --- | --- |
| 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.

Have you ever been barred from working with vulnerable adults? 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 |