

Application Form

Please complete this accurately, giving as much detail as possible of your skills and experience

Title of post applied for			
Advertisement seen in			
Surname or family name		First or other names	
Address			
Email Address			
Home Tel			
Mobile No		Work Tel	
Do you have the right to work in the UK?		Yes / No* (* - delete as applicable)	
Note: we will require proof of this right before an offer of employment can be confirmed.			
Do you have access to your own car? (see person specification for need)		Yes / No* (* - delete as applicable)	
If offered employment when could you start work?			

EDUCATIONAL, TECHNICAL & PROFESSIONAL QUALIFICATIONS

(please provide details of all qualifications below, if necessary, please continue on a separate sheet)

<i>Place of study/professional body</i>	<i>Attainment level/results</i>

PERSONAL DEVELOPMENT (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet)

<i>Provider</i>	<i>Type of development</i>

EMPLOYMENT HISTORY (voluntary and paid)

Please give details of all posts held since leaving full-time education and account for any gaps in employment. (if necessary, please continue on a separate sheet)

Present Or Last Employer - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving		current salary	£
Notice required			

Previous Employer - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

Previous Employer - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

Previous Employer - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by Havant & East Hants Mind? Yes / No * (* - delete as applicable)

You may not, without the prior permission, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

References

Please give the name and address of the persons to whom Havant & East Hants Mind could apply for a reference. One of the persons must be your present employer, or last employer if currently unemployed, or someone who knows you well if you have not been employed in the recent past. Havant & East Hants Mind requires references to be obtained for the three year period immediately prior to commencement of employment. If the referees given below do not cover the last three years you may be asked to provide further references before an offer of employment is confirmed.

We will not contact your present employer without your permission

Name:	Name:
Address:	Address:
Tel. No:	Tel No:
Email:	Email:
Occupation:	Occupation:
In what capacity are you known to them?	In what capacity are you known to them?

References will only be requested after the offer of employment has been made

CRIMINAL OFFENCES

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application. Havant & East Hants Mind will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying you will be required to apply for a CRB Disclosure at the level appropriate to the role.

Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your employment. Additional information will be made available to shortlisted candidates.

Have you ever been convicted of a criminal offence? Yes / No* (* - delete as applicable)

If Yes, please give details on a separate page and enclose in a separate envelope

I confirm that the above information is correct to the best of my knowledge. I consent to Havant & East Hants Mind processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by Havant & East Hants Mind.

Note: This information will only be used for selection purposes. Unsuccessful applications will be kept for 12 months after the recruitment process is completed.

NAME	DATE
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You can return this application form by post to:

Samantha Richards

Adult Wellbeing Team

Havant & East Hants Mind

Leigh Park Community Centre, Dunsbury Way, Havant, Hants, PO9 5BG

Or Email to: Samantha Richards, Wellbeing Manager, samanthar@easthantsmind.org

Equal Opportunities Monitoring Form

Havant & East Hants Mind is an equal opportunities employer and as such we ask all candidates to complete and return this Equal Opportunities Monitoring Form with your Employment Application Form. This form may also be returned in a separate envelope if preferred. The data gathered will help Havant & East Hants Mind monitor the effectiveness of its equal opportunities policies and procedures and will be held in accordance with the Data Protection Act 1998. By completing this form you agree to Havant & East Hants Mind holding and processing the data below for its legitimate business reasons outlined above.

This sheet will be detached before your application is considered. Any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this sheet as much as you can.

Please complete or put a tick () in all relevant boxes

Job Details

<i>Post Applied For:</i>	
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Disability

(The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities)

Do you consider that you have a disability or long-term medical condition

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I Prefer not to say
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If yes please tick all the boxes that apply to you

<i>Deaf or severely hearing impaired</i>	
<i>Blind or severely visually impaired</i>	
<i>A condition that makes it very difficult for you to do basic activities like walking, climbing stairs, lifting or carrying</i>	
<i>A long-term psychological or emotional condition, such as depression</i>	
<i>A learning difficulty (such as dyslexia or Down's syndrome) or cognitive difficulties (such as autism or a head injury)</i>	
<i>Any other long-term condition such as diabetes or epilepsy. Please specify</i>	
<i>Would you need any adjustments to be made to carry out this role? Yes / No (if yes please give details)</i>	

Sexual Orientation

<i>Which of the following best describes how you think of yourself?</i>		
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Gay Woman/Lesbian
<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Other (please specify if you wish)	<input type="checkbox"/> I prefer not to say
<i>Do you regard yourself as transgender? (A transgender person lives or wants to live full-time in the gender that is not the one they were born with).</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I prefer not to say

Ethnicity

<i>Which is your ethnic group? Choose ONE Section from A to F, then tick the appropriate box to indicate your cultural background</i>					
A. White		B. Mixed or multiple ethnic groups		C. Asian or Asian British	
<input type="checkbox"/> English, Welsh, Scottish, Northern Irish or British White Irish	<input type="checkbox"/>	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
<input type="checkbox"/> Irish	<input type="checkbox"/>	<input type="checkbox"/> White and Black African	<input type="checkbox"/>	<input type="checkbox"/> Indian	<input type="checkbox"/>
<input type="checkbox"/> Any other White Background (please specify)	<input type="checkbox"/>	<input type="checkbox"/> White and Asian	<input type="checkbox"/>	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
		<input type="checkbox"/> White and Chinese	<input type="checkbox"/>	<input type="checkbox"/> Any other Asian background (please specify)	<input type="checkbox"/>
		<input type="checkbox"/> Any other mixed background (please specify)	<input type="checkbox"/>		
D. Black or Black British		E. Chinese, Arab or other Ethnic Group		F. I prefer not to say	
<input type="checkbox"/> Black or Black British Caribbean	<input type="checkbox"/>	<input type="checkbox"/> Chinese	<input type="checkbox"/>		
<input type="checkbox"/> Black or Black British African	<input type="checkbox"/>	<input type="checkbox"/> Arab	<input type="checkbox"/>		
<input type="checkbox"/> Any other Black Background (please specify)	<input type="checkbox"/>	<input type="checkbox"/> Any other Ethnic Group (please specify)	<input type="checkbox"/>		

Religion

<i>What is your Religion (ie: Christian, Jewish, Muslim, etc)</i>		
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> I prefer not to say

SIGNED.....DATE:.....