

## Application Form

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

<b>Title of post applied for</b>			
<b>Advertisement seen in</b>			
<b>Surname or family name</b>	<b>First or other names</b>		
<b>Address</b>			
<b>Email Address</b>			
<b>Home Tel</b>			
<b>Mobile No</b>		<b>Work Tel</b>	
<b>Do you have the right to work in the UK?</b>		<b>Yes / No</b> <i>(delete as applicable)</i>	
Note: we will require proof of this right before an offer of employment can be confirmed.			
<b>Do you have access to your own car?</b>		<b>Yes / No</b> <i>(delete as applicable)</i>	
(see person specification for need)			
<b>If offered employment when could you start work?</b>			
<b>EDUCATIONAL, TECHNICAL &amp; PROFESSIONAL QUALIFICATIONS</b>			
(please provide details of all qualifications below, if necessary, please continue on a separate sheet)			
Place of study/professional body		Attainment level/results	
<b>PERSONAL DEVELOPMENT</b> (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet)			
Provider		Type of development	

Application Form/05/01/2023

**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			

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

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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.

<b>References</b>	
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.	
<b>We will not contact your present employer without your permission</b>	
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No:</b>	<b>Tel No:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>In what capacity are you known to them?</b>	<b>In what capacity are you known to them?</b>
<b>References will only be requested after the offer of employment has been made</b>	
<b>CRIMINAL OFFENCES</b>	
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.	
<b>Have you ever been convicted of a criminal offence?                      Yes / No                      <i>(delete as applicable)</i></b>	
If Yes, please give details on a separate page and enclose in a separate envelope	
<b>I confirm that the above information is correct to the best of my knowledge. I consent to Havant &amp; East Hants Mind processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by Havant &amp; East Hants Mind.</b>	
Note: This information will only be used for selection purposes. Unsuccessful applications will be kept for 12 months after the recruitment process is completed.	
<b>NAME</b>	<b>DATE</b>
Please return this application form by email or post and address your envelope/ email to: HR Officer at HEH Mind ( <a href="mailto:hr-queries@easthantsmind.org">hr-queries@easthantsmind.org</a> ). If providing a covering letter, this should be addressed to the staff member listed in the job advert.	
Our postal address is: Havant & East Hants Mind, Leigh Park Community Centre, Dunsbury Way, Havant, PO9 5BG	