

**Develop your potential...**

**JOB APPLICATION FORM (PLEASE WRITE CLEARLY IN BLACK INK OR TYPE)**

## Title of post

applied for

How did you hear about this job?

**PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address: | Tel No. (Home): |
| Tel No. (Business): |
| Mobile No: |
| E-mail address: |
|  |
| National Ins. No: |
|  |  |

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

**(ORIGINAL DOCUMENTS AS PROOF OF QUALIFICATION WILL BE REQUIRED AT INTERVIEW)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary Schools; Colleges; University | Dates | | Examinations taken | Date | Result |
|  | From | To |  |  |  |
| Professional Qualifications currently held: how obtained, grade and date | | | | | |
| Other relevant Educational or Training Courses, with dates: | | | | | |

**PRESENT POST**

|  |  |
| --- | --- |
| Title of Post: | Salary: |
| Name & Address of Employer: | Business of  Employer |
| Date  Commenced: |
| Date ended  (if applicable) |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable) | |
| Reason for leaving or wishing to leave: | |
| Period of notice required to terminate present employment: | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employers | Position held | Dates | | Reason for leaving and final grade/salary |
|  |  | From | To |  |

**RELEVANT EXPERIENCE**

|  |
| --- |
| Please outline your skills, experience and knowledge that are relevant to this post. Please use clear examples to tell us how you fulfil the criteria outlined on the job description and person specification |
| What activities outside work interest you? (State any positions held you consider relevant) |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| Do you hold a current driving licence? YES/NO | Do you own a car? YES/NO |
| Are you related to any trustee or employee of York Mind? YES/NO  If yes, please provide name(s) and state relationship: | |
| EQUALITY ACT 2010  If invited to interview you will be asked if you require any reasonable adjustments in order to attend an interview. Where possible these will always be accommodated.  Any offer of employment will be subject to the receipt of satisfactory references. As regular attendance at work is a fundamental requirement of this role, referees will be asked to give details of sickness absence including the total number of days and total number of instances of sickness absence. This information will be used to inform any decision on whether the candidate is able to fulfil the requirement to attend regularly. Failure to provide this information may result in any job offer being withdrawn. | |
| REHABILITATION OF OFFENDERS ACT 1974 Please note: Depending on the nature of the post you are applying for, any subsequent offer of employment may be subject to a criminal record check. If a criminal record disclosure is required, it is exempt from the Rehabilitation of Offenders Act due to the nature of our work. This means “spent” convictions, cautions, reprimands or final warnings will be disclosed along with current convictions and cautions. (See information sheet for further guidance)  Please declare any unspent cautions and convictions (and “spent” cautions and convictions if the post is exempt) on a separate sheet and tick this box if doing so | |
| ASYLUM AND IMMIGRATION ACT 1996  Under the Asylum and Immigration Act 1996, York Mind has a duty to ensure that it does not employ someone who does not have permission to be in, or to work in, the United Kingdom.  Do you have such permission? YES / NO  Do you require a work permit? YES / NO  If you are offered the post, we will have to check and record specified documents as defined within the Act before commencement of employment. | |

**REFERENCES**

|  |  |
| --- | --- |
| Names and addresses of two referees, one of whom should be your current or most recent employer: | |
| Tel No:  Email Address: | Tel No:  Email Address: |
| Please indicate if we may contact them prior to interview YES/NO | |
| Please state maiden name if applicable | |

**DECLARATION**

|  |
| --- |
| By signing this form I declare that the information given is true and correct. I accept that supplying false or misleading information or knowingly withholding information may result in any subsequent job offer being withdrawn. I give my consent to my referees being contacted as indicated and for details of any sickness absence over the last 2 years to be obtained.  Signed ………………………………… Date ……………………..……Name ……………………… Data Protection Act 1998 The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the organisations systems. Such data may also be used to produce anonymous statistics.  Thank you for completing this application form. |



**Develop your potential...**

### Recruitment Monitoring Form (Confidential)

York Mind is committed to taking a proactive approach to promoting equality in all aspects of our services including volunteering and employment. We would appreciate if you could complete the equality monitoring questions below. This will help us in monitoring the fairness and effectiveness of our service delivery, employment and volunteering practices and to develop future polices and services. You are under no obligation to provide the information requested and it will not make any difference to the service you receive if you do not answer them. However the more information we collect, the more effective our equality monitoring will be. York Mind is committed to keeping your information private and secure. Any information given will be treated in the strictest confidence in accordance with the Data Protection Act 1988, and will be used solely for the purpose of monitoring.

**Gender** Male 🗆 Female 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆 If other, please write in:

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆