

Please submit completed applications to vacancies@yorkmind.org.uk

**APPLICATION FORM**

## Title of post

applied for

|  |
| --- |
| **PERSONAL DETAILS**  |
| Surname: | Forenames: |
| Address: | Tel No 1: |
| Tel no 2: |
| Email: |
| National Insurance: |

|  |
| --- |
| **Training and qualifications**Please use this section to list any relevant training that you have completed or any qualifications that you hold, with the year that you completed them |
|  |

|  |
| --- |
| **Previous experience**Please use this section to tell us about any work or volunteering experience that you have |

|  |
| --- |
| **Present post** |
| Title of Post: |
| Name & Address of Employer: | Business of Employer |
| DateCommenced: |
| 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 Posts** |
| Name of Employer | Title of Post  | Dates  | Reason for Leaving |
|  |  | From (mm/yy) | To (mm/yy) |  |

|  |
| --- |
| **Supporting Statement** |
| Please use this section to tell us how your skills, knowledge and experience meet the criteria outlined in the person specification. You could draw upon work, volunteering or lived experience. Please give us examples of how you meet each point.  |

|  |
| --- |
| **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/NOIf 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 Failure to provide this information may result in any job offer being withdrawn.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 / NODo you require a work permit? YES / NOIf 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…………………………………………………………………………………………Thank you for completing this application form.  |

#### 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.

**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. York Mind is committed to keeping your information private and secure. Any information given will be treated in the strictest confidence in line with the data protection act 1988 and will be used solely for the purpose of monitoring.

.

|  |
| --- |
| **Gender** |
| How would you define your gender? | Is your gender the same as assigned at birth? |
| **Marital Status**  |
| please state |
| **Ethnicity** |
| **White**  |
| British | Gypsy or Irish Traveller  |  Irish |
| **Black / African / Caribbean / Black British** |
| African |  Black British  | Caribbean  |  other  |
| **Mixed / Multiple ethnic groups** |
| White and Asian  | White and Black African | White and Black Caribbean  | Other |
| **Asian / Asian British**  |
| Bangladeshi  |  Chinese  | Indian | Pakistani | Other |
| Other (please state) |
| **Age**  |
| 16-24  | 25-29  | 30-34  | 35-39  | 40-44  |
| 45-49 | 50-54 | 55-59 |  60-64 | 65+ |
| **Disability/Difficulty** |
| Do you consider yourself to have lived experience of mental ill health? |
| Do you consider yourself to have a physical disability/difficulty?  |
| The above information is for monitoring purposes only. If you consider yourself to need a reasonable adjustment, please discuss with the recruiting manager |
| **Sexuality** |
| How would you define your sexuality?  |
| **Religion** |
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | No religion | Other |