# APPLICATION FOR EMPLOYMENT

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|  |  |
| --- | --- |
| Position applied for: |  |

*Please note: the first two pages of this application form are not viewed by the shortlisting panel until after completion of the shortlisting process.*

**RBMind do not accept CVs or other supporting documents for job applications.**

|  |  |
| --- | --- |
| Where did you hear about this job opportunity? |  |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| First name: |  | | |
| Address: |  | | |
| Post code: |  | | |
| **E-mail address:** |  | | |
| Telephone number: |  | | |
| Work telephone number: |  | **May we contact you at work?** | Yes / No |
| Are you eligible to work in the UK? | Yes / No | **Can you provide evidence of this?** e.g. National Insurance card / P60 etc. | Yes / No |

**ACCESSIBILITY REQUIREMENTS**

|  |  |
| --- | --- |
| **Are there any arrangements which we can make for you if you are called for an interview?** | Yes / No |
| **If YES, please specify:** e.g. parking space, ground floor venue, etc. |  |

declaration

|  |
| --- |
| I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  I confirm that, to the best of my knowledge, all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by RBMind, to be dismissed without notice.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please check this box to confirm that you have also included an Equality Monitoring Form with your application:

*Office Use Only*

Application referece:

**Employment history**

#### Please give details of your current or most recent employment:

|  |  |  |
| --- | --- | --- |
| **Name and address of employer:** | | |
| **Type of business:** | | |
| **Job title:** | | |
| **Main duties and responsibilities:** | | |
| **Dates of employment:** | **Notice period required:** | **Salary:** |

*Employment history continued. Please also include details of any gaps in your employment history.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | Name and addressof employer | Main duties | **Dates from/to** |
|  |  |  | *Office Use Only*  Application reference: |
|  |  |  |  |
|  |  |  |  |

##### VOluntary experience

Please also include details of any voluntary experience which you have had which may support your application.

|  |  |  |
| --- | --- | --- |
| **Name of organisation** | **Role and responsibilities** | Dates from/to |
|  |  |  |

**Education and Qualifications**

Please give details of your education and qualifications obtained.

|  |  |  |
| --- | --- | --- |
| **Name of school,**  **college, university etc.** | Qualifications/levels achieved | Dates attended |
|  |  |  |
|  |  |  |
|  |  |  |

##### Training

Please give details of any training you have had, which may support your application.

|  |  |  |
| --- | --- | --- |
| **Title of training course**  **and brief description** | Certificates/qualifications gained | Dates attended |
|  |  |  |
|  |  |  |
|  |  |  |

##### Professional Association Membership

|  |  |  |
| --- | --- | --- |
| **Name of professional association** | **Year of membership** | Grade/level |
|  |  |  |

personal statement

Please tell us how you meet each of the criteria listed on the person specification for this post. Where possible, please address each criteria point by point. You can include information from both in and out of paid employment as transferable skills are taken into consideration. The information you provide will be used as the basis for short listing.

*Your personal statement must be no more than 2 pages of A4 maximum.*

DECLARATION OF CRIMINAL RECORD

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| --- |
| Please note any criminal convictions, except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland. |
|  |

REFERENCES

Please give the names and contact details of two referees. One referee should be your present or most recent employer. If you have not been in paid employment, your referee may be the head of an educational or training establishment, or manager of a voluntary role you have been involved with.

References will not be taken up until an offer of employment has been made.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Capacity in which known to you: | Capacity in which known to you: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No: | Telephone No: |

**Thank you for taking the time to complete this form.**

Please send it back to **CONFIDENTIAL Recruitment**, **RB Mind, UK House, 82 Heath Road, Twickenham TW1 4BW,** or email it to [**recruitment@rbmind.org**](mailto:recruitment@rbmind.org) by the closing date stated on our advertisement.

*Please note that we will only contact candidates shortlisted for interview.*