

Please return your completed form via email to:

info@mindmonmouthshire.org.uk

Employment Application Form

Candidate Reference\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Position Applied For |  |

Personal Details – Part A

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | First Name |  |
| Surname |  | Postcode |  |
| Full Address |  | | |
| Email address |  | | |
| Home Number |  | Mobile Number |  |

**References**

Please give names, addresses and telephone numbers of two people who can provide references for you. They should be your last two employers. Additionally, if you have been employed during the last 5 years, in any work with children or vulnerable adults, you must give the name, address and telephone number of the last organisation that employed you for a period of three months or more as we will take up references from them also – please use an additional sheet of paper. Where you have previous employment in a position which involved work with children or vulnerable adults we may check the reason why the employment ended so please provide full contact details for these employers. Mind in Gwent reserves the right to contact other previous employers. We do not approach referees until after interview. Please indicate in the box below each referees details if you wish to be notified prior to us seeking references from this employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Present or Most Recent Employer | | Second Referee | |
| Name of Referee |  | Name of Referee |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone Number |  | Telephone Number |  |
| Email Address |  | Email Address |  |
| How known to you |  | How known to you |  |
| Wish to be contacted? |  | Wish to be contacted? |  |

###### Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Write YES or NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

Declaration

|  |
| --- |
| I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.  Signed: Date: |

If you downloaded your application from the internet please print it off and sign.

Part A will be detached from your application. All short listing will be carried out on a completely fair basis with Equal Opportunities Legislation and Policy

Application forms will be held for 3 months after the short-listing date and then securely destroyed if unsuccessful in obtaining an interview. Application forms from interview candidates will be held for 3 months after the interview date and then securely destroyed if unsuccessful in obtaining the position.

Candidate Reference\_\_\_\_\_\_\_

Part B

Education and Work History

Please tell us about the school/college/university you attended, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Name of School/College/University | Date you started and finished | Qualification and Grade |
|  |  |  |

Training

Please tell us about any relevant training courses that you have undertaken

|  |  |  |
| --- | --- | --- |
| Title of Course and Content | Name of Organisation that ran the training | Date Training Completed |
|  |  |  |

Present or Most Recent Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name |  | | |
| Address |  | | |
| Postcode |  | Contact Number |  |
| Employed from: |  | Employed to: |  |
| Job Title |  | Reason for Leaving |  |
| Salary |  | Notice Period |  |
| Brief Description of Duties | | | |
|  | | | |

If you need more space for any of these sections please continue on a separate sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current Full UK Driving Licence (please tick) | | | |
| Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to your own transport for work purposes? (please tick) | | | |
| Yes |  | No |  |

Past Employment

Please give details of your entire work history. You need to also account for any gaps in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name and Address | Dates from and to (month and year) | Job Title and brief description of duties and responsibilities | Reason for leaving |
|  |  |  |  |

If you need more space for any of these sections please continue on a separate sheet

Information in support of your application

Please tell us why you are interested in this post. Use this section to demonstrate how your knowledge, skills and experience meet the needs of the post as listed in the job description and the person specification. Continue on another sheet of paper if necessary.

Please do not send a c.v.

|  |
| --- |
|  |