 **PLEASE READ CAREFULLY BEFORE FILLING THIS FORM**

 **Tips for applying for a job with Doncaster Mind**

**Plan**



Before completing your application have a look through the website, find out more about the service and the organisation. Take the opportunity to contact us to find out anything that you are unsure about.

**Write**



The biggest part of the application that we will be looking at is the ‘relevant experience’ section. This helps us to assess a candidate’s suitability for the role for the first time. Use this section to tell us how you meet each point on the person specification. We use this section to score applications, so it is important that you clearly tell us how you meet each point on the spec. Don’t assume that we will know about your experience based on your previous employment section.

**Check**



Read through your application before submitting it. If you can, ask someone else to read it for you to get an external view. Make sure you have completed all sections and that you are happy with your application.

**EMPLOYMENT APPLICATION FORM**

**CONFIDENTIAL**

Please read the advice notes before completing the form

Post Applied for

**PART 1 - PERSONAL DETAILS**

Personal Information will be treated in confidence and will not be made available for short listing purposes.

|  |  |
| --- | --- |
| First names |  |
| Surname |  | Title |  |
| Address |  |
| Telephone (Home) |  |
| Telephone (Work) |  |
| May we telephone you at work? (Yes/No) |  |
| Email |  |
| N.I. Number |  |
| Date of Birth |  |

|  |  |
| --- | --- |
| If currently employed how much notice are you required to give? |  |

**PART 2 – WORK EXPERIENCE** (This includes paid and voluntary work)

Please give details of your most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| From |  | To |  |
| Job Title |  | Salary |  |
| Name and Address of Employer |  |
| Main Duties and Responsibilities |  |
| Reasons for leaving/seeking new employment |  |

Previous Employment 1

|  |  |  |  |
| --- | --- | --- | --- |
| From |  | To |  |
| Job Title |  | Salary |  |
| Name and Address of Employer |  |
| Main Duties and Responsibilities |  |
| Reasons for leaving/seeking new employment |  |

**PART 2 - WORK EXPERIENCE** - Continued

Previous Employment 2

|  |  |  |  |
| --- | --- | --- | --- |
| From |  | To |  |
| Job Title |  | Salary |  |
| Name and Address of Employer |  |
| Main Duties and Responsibilities |  |
| Reasons for leaving/seeking new employment |  |

Please give details of any paid and voluntary work experience NOT listed above Undertaken over the

last ten years. *Use overleaf if more space is required*.

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief outline of duties | Employer’s name and address | From/To | Reason for leaving |
|  |  |  |  |

**PART 3 – EDUCATION AND TRAINING**

General Education

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Qualification | Grade | Year Obtained |
|  |  |  |  |

Further Education and Professional Qualifications

|  |  |
| --- | --- |
| Details | Year Obtained |
|  |  |

If you have undertaken any kind of training that you think may be relevant to this application, please give details. (*Continue overleaf is necessary*)

|  |
| --- |
|  |

**PART 4 – JOB SUITABILITY**

Please use this application form to describe how you meet the criteria for the job that are set out in the person specification.

Make sure you include all relevant skills and knowledge – this may have been gained from your current or previous jobs, from voluntary work or from working in the home or your community. Give specific examples wherever possible.

*(If necessary continue on a separate A4 sheet)*

|  |
| --- |
|  |

**PART 5 – CRIMINAL OFFENCES**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence ? (yes/no) If Yes, please explain below  |  |
|  |

**PART 6 – REFERENCES**

Please give names and addresses of two referees to whom we may apply for a reference. One should be your current employer. Both referees must be able to comment on your ability to meet the demands of the job you are applying.

|  |  |
| --- | --- |
| Reference 1 (current or last employer)Name and address |  |
| Telephone Number: |  |
| Email |  |
| Relationship (State whether employer/colleague or friend, etc) |  |
| May we take up references before interview? |  |

|  |  |
| --- | --- |
| Reference 2 Name and address |  |
| Telephone Number: |  |
| Email |  |
| Relationship (State whether employer/colleague or friend, etc) |  |
| May we take up references before interview? |  |

**PART 7 – DECLARATION**

I declare that to the best of my knowledge, the information provided on this form is true and complete. I understand that any wilful mis-statement or omission may render an offer of employment invalid and lead to termination of employment. Information provided by you will be kept safely and securely in accordance with Doncaster Mind’s Data Protection Policy, and will only be used to enable us to process your application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

|  |
| --- |
| To ensure that our equal opportunities policy is effective and constantly evaluated, Doncaster Mind invites you to complete this diversity monitoring form. Information volunteered will be treated as being classified and sensitive personal data under the Data Protection Act 1998.**N.B.** Any information given is optional and at your sole discretion, in doing so you are also giving your informed consent for Doncaster Mind to use it for the sole purpose of statistical analysis. |
| Age |  | Date of Birth |  |  |
| Biological sex | Gender identity  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Female |  | Female |  |
| Male |  | Male |  |
| Intersex |  | Intersex |  |

 |
| Sexual Orientation |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual/Straight |  | Bisexual |  |
| Gay man |  | Other |  |
| Gay women/Lesbian |  | Prefer not to say |  |

 |
| Do you consider yourself to have a disability? | YES | NO |
| What is the nature of your disability?  |
| Please tick the group you most identify with: (If any) |
|

|  |  |  |  |
| --- | --- | --- | --- |
| White – British |  | Mixed – White & Black Caribbean |  |
| White – English |  | Mixed – White & Black African |  |
| White – Scottish |  | Mixed - White & Asian |  |
| White – Welsh |  | Other mixed background |  |
| White – N.Ireland |  |  |  |
| White - Irish |  | Black or Black British – Caribbean |  |
| White - Other |  | Black or Black British – African |  |
|  |  | Black or Black British – Other  |  |
| Asian or Asian British – Indian |  |  |  |
| Asian or Asian British – Pakistani |  | Japanese |  |
| Asian or Asian British – Bangladeshi |  | Chinese  |  |
| Asian or Asian British – Other  |  | Prefer not to say |  |
| Other group ( please state ) |

 |
| Please tick the religion/group with which you most identify: (If any) |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Secular |  | Rastafarian |  |
| Atheist |  | Chinese Traditional |  |
| Agnostic |  | Scientologist  |  |
| Christian |  | Shinto |  |
| Hindu |  | Spiritual |  |
| Jehovah’s Witness |  | African Traditional |  |
| Jewish |  | Humanist |  |
| Muslim |  | Jedi |  |
| Neo-Pagan |  | Buddhist |  |
| Sikh |  | Zoroastrian |  |
| Wicca |  | Prefer not to say |  |
| Other religion/group (please state) |

 |

Part 8: Diversity monitoring form