

Derbyshire Mind Employment Application Form

Using this form

All sections on this form are to be completed clearly in black. Where a table has insufficient space please add additional rows. Please ensure you read in full the Application Information Pack, Job Description and Person Specification before filling out your application. Forms which do not meet requirements set out in these guidance notes will not be considered.

Once the form is completed please send it, along with your Diversity Monitoring form, to recruitment@derbyshiremind.org.uk

Please quote the Job Title and your name in the subject line of the email.

Data Protection

In accordance with our Privacy Statement (which can be viewed on our job vacancies webpage), we take care to ensure all applicant data is appropriately and securely stored and handled. Any information supplied in connection with an application for employment will be kept securely for a period of six months and then will be destroyed.

Any information with regards to successful candidates who are subsequently employed by Derbyshire Mind will be moved into their staff file and be handled in line with our Retention and Disposal Schedule.

If you have any further information about our approach to Data Protection, please see the Privacy Notice on our website or contact us via recruitment@derbyshiremind.org.uk

Criminal Convictions

As part of its equal opportunities policy, Derbyshire Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) via the **personal details section of this form**.

Some posts are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details via the **personal details section of this form**.

Eligibility to work in the UK

If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details via the **personal details section of this form**. Please note Derbyshire Mind is not able to sponsor Visas.

Personal Details

This part of the form is used to collect information about you in the event that you are shortlisted for the role you are applying for and to make us aware of any restrictions to your employment. The information from this section of the form will not be shared with the recruitment panel until after shortlisting has taken place.

Please State the post you are applying for (tick all that apply)			
Independent Specialist Advocate (37hrs)	<input type="checkbox"/>	Advocacy Support & Triage (37hrs)	<input type="checkbox"/>
Independent Community Advocate (21hrs)	<input type="checkbox"/>	Paid Representative (12hrs)	<input type="checkbox"/>
Volunteer Co-ordinator (37hrs)	<input type="checkbox"/>		<input type="checkbox"/>

Your Details			
First Name	<input type="text"/>	Surname	<input type="text"/>
Address (including Post Code)	<input type="text"/>		
Main Phone Number	<input type="text"/>	Alternative Number	<input type="text"/>
Email Address	<input type="text"/>		
NI number	<input type="text"/>		

Do you hold a current UK Driving Licence and access to transport to undertake the requirements of the post?	Yes / No
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Eligibility to work in the UK
If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details below. Please note Derbyshire Mind is not able to sponsor Visas.
<input type="checkbox"/> I have no restrictions regarding my employment in the UK
<input type="checkbox"/> I have restrictions regarding my employment in the UK (please give details below)
Click here to enter text.

Criminal Convictions Declaration
As part of its equality and diversity policy, we wish to ensure we do not discriminate against ex-offenders. If you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974, please let us know and provide details below.
Please note that some posts are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and will require a Disclosure and Barring Service (DBS) check. If you have applied for an exempt post, please supply details below.
<input type="checkbox"/> I do not have any unspent criminal convictions
<input type="checkbox"/> I am applying for an exempt post and understand that a DBS check will be carried out if I am successful in my appointment
<input type="checkbox"/> I have an unspent criminal conviction (please supply details below)
Click here to enter text.

NB: this Personal Details section will be removed during shortlisting.

Application Information

Office use only	
Applicant number	
Post applied for	

Education and Training		
Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. You may be required to provide proof of qualifications and training courses.		
Qualification/Course	Date of Qualification	
	Start Date	End Date

Current Employer				
Name and Address	Job Title	Brief Summary of Responsibilities	Dates of employment	
			Start Date	End Date
Notice Period				

Previous Employers				
Please include paid and unpaid work and explain any gaps in employment.				
Name and Address of employer	Job Title	Brief summary of responsibilities	Dates of employment	
			Start Date	End Date

Person specification

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

**Please use the headings under the personal specification for you supporting information
(Minimum 500 words - Max 2,000 words)**

References

Please give the names and contact details of two referees. One referee should be your present or most recent employer. References will **not** be taken up until an offer of employment has been made.

Referee 1		Referee 2	
Name of Referee 1		Name of Referee 2	
Relationship to you		Relationship to you	
Occupation		Occupation	
Organisation		Organisation	
Email Address		Email Address	
Telephone Number		Telephone Number	

OTHER EMPLOYMENT

As part of our commitment to good employment practice we will not usually employ permanent or contracted staff who have a regular commitment to study or work with another organisation when **total** study/working hours exceed 48 per week.

Do you have a regular commitment to study or work with another organisation? Yes / No

If you answered **yes** please provide details:

Declaration

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 Derbyshire Mind, to be dismissed.

I agree Derbyshire Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

I consent to Derbyshire Mind storing and processing my application in line with their policies and procedures and in line with the Data Protection Legislation.

Please tick this box to confirm

Date: [Click here to enter a date.](#)