**Employment Application Form**

**Guidance - Using This Form**

All sections on this Application Form are to be completed clearly in black type. 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 form. Forms which do not meet requirements set out in these guidance notes will not be considered.

Once the Application Form is completed please send it, along with your Diversity Monitoring Form, to [recruitment@derbyshiremind.org.uk](mailto: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](mailto: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 Barring 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.

**1. 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.

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| --- | --- | --- | --- | --- | --- |
| Please select the post(s) you are applying for by clicking on the box *(X indicates applying)* | | | | | |
| **Post** | **Site** | **Annual Pay - Full Time Equivalent** | **Hours per week** | **Annual Pay - Pro-Rata *(Actual)*** | **Select** |
| **Support Worker** | **Buxton** | £22,000 | 51½ over 6 weeks | £5,052 |  |
| **All posts included weekend and evening working – see Job Descriptions** | | | | | |

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| --- | --- | --- | --- | --- |
| Your Details | | | | |
| **First Name** |  | **Last Name** | |  |
| **Home Address** *(Including Post Code)* |  | | | |
| **Telephone Number** |  | **Alternative Number** | |  |
| **Personal Email Address** | | |  | |
| **National Insurance Number** | | |  | |

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| Do you hold a current UK Driving Licence and access to transport to undertake the requirements of the post? (*Click on box - X indicates selection)*  *Note - If No, you will be unable to be shortlisted for this position* | **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. | |
| I **have no** restrictions regarding my employment in the UK | *(Click on box - X indicates selection)* |
| I **have** restrictions regarding my employment in the UK *(please give details below)* |
| Click here to enter text. | |

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| **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. *(Click on box - X indicates selection)* | | |
|  | I do not have any **unspent** criminal convictions | |
|  | I am applying for an exempt post and understand that a DBS check will be carried out if I am successful in my appointment | |
|  | 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.**

**Shortlisting Managers will only receive the Application Information below.**

**2. ANONYMISED APPLICATION INFORMATION**

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| **Office Use Only** | |
| **Anonymised Applicant Number** |  |
| **Post Applied For** |  |
| **Site** |  |

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| **Education and Training** | | |
| Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate.  You will be required to provide proof of qualifications and training courses upon request. | | |
| **Qualification / Training Course** | **Date of Qualification** | |
| **Start Date** | **End Date** |
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| **Current Employer** | | | | |
| **Name and Address** | **Job Title** | **Brief Summary of Responsibilities** | **Dates of Employment** | |
| **Start Date** | **End Date** |
|  |  |  |  |  |
| **Notice Period** |  | | | |

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| --- | --- | --- | --- | --- |
| **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** |
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| **Person Specification** |
| Please tell us how you meet each of the criteria listed on the person specification for the post you are applying for. Where possible, please address each Essential Criteria section by section, 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 shortlisting.  **Please use the headings under the Person Specification for your supporting information *(minimum 500 words - maximum 2,000 words)*.** |
| Click here to enter text. |

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| **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** |  | **Name of Referee** |  |
| **Relationship to You** |  | **Relationship to You** |  |
| **Occupation** |  | **Occupation** |  |
| **Organisation** |  | **Organisation** |  |
| **Email Address** |  | **Email Address** |  |
| **Telephone Number** |  | **Telephone Number** |  |

**Other Employment**

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| Will you have an ongoing commitment to study or work with another organisation alongside this role? (*Click on box - X indicates selection)* | **Yes** | **No** |
|  |  |
| If you answered **Yes** please provide details, including total number hours you will study or work per week with the other organisation(s): | | |
| Click here to enter text. | | |

**3. 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 Click on box to confirm *- X indicates selection)*  **Date**: Click here to enter a date.