**CONFIDENTIAL**

**Application for Employment**

* **Please type or print clearly in black ink**
* **CVs will not be accepted**
* **All sections of the form must be completed**

**Part A**

**Section 1 – Position Applied for:**

|  |  |  |
| --- | --- | --- |
| **Post Applied for:** |       | **Applicant no (office use only):**       |

**Section 2 – Education (include any part-time education).**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **School/College/University etc** | **Qualifications & grades obtained** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Additional qualifications/membership of professional bodies** | **Qualifications & grades obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Relevant training** | **Qualifications & grades obtained** |
|       |       |  |  |
|       |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3 – Current & Previous Employment**

**Please give details of most recent employment first and include part-time or vacation work undertaken.**

If not currently in paid work, please describe your current occupation – e.g. voluntary work, unemployed, student, work from home etc: much of what you do may now be relevant to this post, so please let us know.

**Current or last employer**

|  |  |
| --- | --- |
| **Name of employer** |       |
| **Address (including postcode)** |       |
| **Job Title** |       |
| **From/To** |       |
| **Salary** |       |
| **Reasons for leaving/wishing to leave** |       |
| **Brief outline of duties** |       |

**Section 4 – About your past employment**

|  |  |
| --- | --- |
| **Name of employer** |       |
| **Address (including postcode)** |       |
| **Job Title/duties** |       |
| **From/To** |       |
| **Reason for leaving** |       |

|  |  |
| --- | --- |
| **Name of employer** |       |
| **Address (including postcode)** |       |
| **Job Title/duties** |       |
| **From/To** |       |
| **Reason for leaving** |       |

|  |  |
| --- | --- |
| **Name of employer** |       |
| **Address (including postcode)** |       |
| **Job Title/duties** |       |
| **From/To** |       |
| **Reason for leaving** |       |

|  |  |
| --- | --- |
| **Name of employer** |       |
| **Address (including postcode)** |       |
| **Job Title/duties** |       |
| **From/To** |       |
| **Reason for leaving** |       |

**Section 5 – Statement:** please use this page to make a statement on the personal attributes, skills and experience you would bring to this post and how these things would enable you in undertaking the tasks and responsibilities involved. Please continue on a separate sheet (up to two extra A4 sheets) if necessary.

**You should address each of the essential requirements as listed in person specification, in order, with a short paragraph for each.**

|  |
| --- |
|  |

**Section 6 – References**

**References:** Please give the names of three people from whom we may request references. One of these **must be your current and / or your most recent employer**. If you have no previous employer then references from college tutors, volunteer projects etc may be suitable. Do not use friends, colleagues, or relatives as referees. (References will not be taken up prior to an offer of employment from us, which will be subject to satisfactory references). **We are likely to email your referees to request a reference.**

**Reference 1**

|  |  |
| --- | --- |
| **Name:** |       |
| **Address:** |       |
| **Position held and relationship:** |       |
| **Email:** |       |
| **Telephone:** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name:** |       |
| **Address:** |       |
| **Position held and relationship:** |       |
| **Email:** |       |
| **Telephone:** |       |

**Reference 3**

|  |  |
| --- | --- |
| **Name:** |       |
| **Address:** |       |
| **Position held and relationship:** |       |
| **Email:** |       |
| **Telephone:** |  |

**Section 7 – Guaranteed Interview Scheme**

We are committed to the employment and career development of disabled people. As part of this commitment, we operate a guaranteed interview scheme for disabled applications who meet the minimum criteria for the role they have applied for.

Please note that the ‘minimum criteria’ means the essential requirements of the role as defined in the person specification. Please note that an assertion under the Guaranteed Interview Scheme does not guarantee you a job offer.

|  |  |
| --- | --- |
| **Do you believe that you are eligible for a guaranteed interview under the guaranteed interview scheme and meet the minimum criteria for the role applied for?** | Please delete as appropriate:Yes or No |
| If you require any reasonable adjustments to the recruitment and selection process and / or the role itself should you be successful, please provide details: |  |

**Section 8 – Additional information**

|  |  |
| --- | --- |
| **Do you hold a current Driving Licence?** |       |
| **Please give details of any endorsements:** |       |
| **Do you require a permit to work in the UK?** |       |
| **Rehabilitation of Offenders and Criminal Disclosures**The work of Teesside Mind is with vulnerable people. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You must provide us with details of any pending prosecutions or convictions (including cautions, bind-overs or pending cases) which you may have, even if they would otherwise be regarded as ‘spent’ under this Act.  | If you are involved in any pending prosecutions or have ever been convicted of a criminal offence, you are required to give full details on a separate document and place it in an envelope marked “Private & Confidential – for recruitment panel only”  |

**General Data Protection Regulations**

|  |
| --- |
| In accordance with the General Data Protection Regulations, you should be aware that Part A of the application form is the only information shared with the Recruiting Manager. The personal and special category data disclosed in Part B of the application form is not disclosed during the recruitment process. If you are shortlisted and then invited to a selection process, then your full name will be shared with the Recruiting Manager. The information gathered at Part B, Section 2 of the application form is used for statistical analysis in terms of the legitimate interest of Teesside Mind in the equality of opportunity and identifying areas of the population that are under-represented within the workforce and / or to identify potential areas of disadvantage in terms of accessing vacancies and promotion opportunities.  |

**Declaration**

|  |
| --- |
| I certify that the details in this application are true and can be verified. I agree that any enquiries may be made, or documentation requested to substantiate all statements made by me. I am aware that failure to give complete and accurate information may result in loss of future employment or withdrawal of a job offer.If you are emailing this application form to us, then in the absence of a signature, you should note that the emailing of your application constitutes your personal certification that the details in this application are correct. I agree and certify that the information declared in this application is true and can be verified [ ]  |

**Signature:**

**Date:**

**Please post your application to:**

**Teesside Mind, 90-92 Lothian Road, Middlesbrough TS4 2QX**

**Or email:**

recruitment@teessidemind.org.uk

**Part B – Equal Opportunities Monitoring Form:** Teesside Mind is committed to pursuing a non-discriminatory recruitment policy. Any information you give to Teesside Mind on this page will be treated in the strictest confidence. You are not legally obliged to complete Section 2 of this form however it would support Teesside Mind with the legitimate interest of equality of opportunity for those applicants with protected characteristics.

**Section 1 – Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Post Applied for:** |       | **Applicant no (office use only):**       |
| **Name:** |       | **Mr/Mrs/Ms/Miss/Mx/****If not listed please state:**       |
| **Address including postcode:** |       |
| **Tel (home):**       | **Tel (work):**       | **Tel (mobile):**       |
| **Email:** |       |

|  |  |
| --- | --- |
| **Where did you see the advertisement?** |       |

**Section 2 – Please tick the appropriate boxes.**

**What is your age range:**

|  |  |
| --- | --- |
| **16 – 24** |       |
| **25 – 34** |       |
| **35 – 44** |       |
| **45 – 54** |       |
| **55 – 64** |       |
| **65 +** |       |

**Disability –** The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur.

**Do you consider yourself to have a disability as defined by the Equality Act?**

|  |  |
| --- | --- |
| **Yes**  |       |
| **No**  |       |

**If you have answered yes, please indicate the type of impairment which applies to you in the appropriate box:**

|  |  |
| --- | --- |
| **A social/communication impairment** |       |
| **Blind or serious visual impairment** |       |
| **Deaf or serious hearing impairment** |       |
| **Learning disability** |       |
| **Long term illness or health condition** |       |
| **Mental health condition** |       |
| **Physical disability** |       |
| **If not listed, please state** |       |

**Gender – do you consider yourself to be:**

|  |  |
| --- | --- |
| **Female** |       |
| **Male** |       |
| **Transgender** |       |
| **Prefer not to state** |       |
| **If not listed, please state** |       |

**Gender re-assignment (is your gender the same as when you were born)**

|  |  |
| --- | --- |
| **Yes** |       |
| **No** |       |
| **Prefer not to state** |       |

**Religion or belief – which do you consider yourself to be:**

|  |  |
| --- | --- |
| **Buddhist** |       |
| **Catholic** |       |
| **Christian** |       |
| **Christian other** |       |
| **Hindu** |       |
| **Jewish** |       |
| **Muslim** |       |
| **No religion** |       |
| **Sikh** |       |
| **Spiritual** |       |
| **If not listed, please state** |       |
| **Prefer not to state** |       |

**Sexual orientation – which do you consider yourself to be:**

|  |  |
| --- | --- |
| **Bisexual** |       |
| **Gay Man** |       |
| **Gay Woman/Lesbian** |       |
| **Heterosexual/Straight** |       |
| **Other** |       |
| **Prefer not to say** |       |

**Ethnic group or background – which do you consider yourself to be:**

|  |  |
| --- | --- |
| **African** |       |
| **Any Asian background not listed** |       |
| **Any Black/African/Caribbean background not listed** |       |
| **Any Mixed/Multiple Ethnic background not listed** |       |
| **Any White background not listed** |       |
| **Arab** |       |
| **Bangladeshi** |       |
| **Caribbean** |       |
| **Chinese** |       |
| **Gypsy or Irish traveller** |       |
| **Indian** |       |
| **Irish** |       |
| **Pakistani** |       |
| **White British** |       |
| **White and Asian** |       |
| **White and Black African** |       |
| **White and Black Caribbean** |       |
| **If not listed, please state** |       |
| **Prefer not to state** |       |

**Relationship status:**

|  |  |
| --- | --- |
| **Civil partnership** |       |
| **Co-Habiting** |       |
| **Dissolved civil partnership** |       |
| **Divorced** |       |
| **Married** |       |
| **Separated** |       |
| **Single** |       |
| **Widow/Widower** |       |
| **If not listed, please state** |       |
| **Prefer not to state** |       |

**Caring responsibility – are you responsible for caring for somebody:**

|  |  |
| --- | --- |
| **I care for a child/children** |       |
| **I care for another relative** |       |
| **I care for someone else** |       |
| **I am not responsible for caring for anyone** |       |

**If you have chosen not to complete this section, your application will not be affected in anyway.**

**At the application and shortlisting stage this information is used in an anonymised way to analyse equality of opportunity for those with protected characteristics.**

**In the event you become an employee of Teesside Mind (following a conditional offer and satisfactory pre-employment checks) then this information will be transferred into our HR information system which is subject to strict internal levels of access.**

**The Privacy Notice available on the website outlines your rights with regards to personal and special category data.**

**Please can you sign and date this form to indicate that you understand how this information will be used.**

**Signature:**

**Date:**