**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 (Mobile) |  |
| Email |  |
| N.I. Number |  |
| Date of Birth |  |

|  |  |
| --- | --- |
| Please tell us if you need any support in your application or at interview |  |

[Please complete our diversity monitoring form here](https://forms.office.com/Pages/ResponsePage.aspx?id=Rk5evaD5hUi_p7DCmMWAHMMaC8X77GZGsz3vBL7T7Q5URUZWMURCME8xVURJM1RCVlkxOVEwWDNUQi4u)

**PART 2 – Work Experience** (This includes paid and voluntary work)

Please give details of your most current or most recent employment

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

Full employment history, (since leaving secondary education, including post-secondary/training, employment and voluntary work) including reasons for any gaps in employment (If necessary continue on a separate A4 sheet)

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

**PART 3 – Relevant Skills and Experience**

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life. Maximum 500 words

If you prefer you may submit a video or audio recording to answer this part of the application. Please save it as your name and the post applied for.

|  |  |
| --- | --- |
| Have you submitted a video/audio recording? (yes/no)  |  |

Written response

|  |
| --- |
|  |

**PART 4– Right to Work in the UK**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? (yes/no)  |  |

**PART 5 – 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 6 – 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 misstatement 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 |  |