

Application for employment

Please write or type in black ink

Position applied for:		Where did you learn of this vacancy?
Service:		

Personal Details

Forename(s):		Surname:	
Address		Email address:	
		Landline:	
Postcode:		Mobile:	
Name and address of your most recent employer			
			Reason for leaving
Date appointed		Date left (if applicable)	

Employment History

Please provide information about ALL your employment history, not counting the employer above. Please do not leave any gaps. If there are periods where you have not been employed please state the reason why. Continue on a separate sheet if necessary.

Start date	Finish date	Employer's name and address:	Job title and brief summary of responsibilities:	Reason for leaving:

Education

Please provide information about your education. Please show your most recent qualification(s) first. Please continue on a separate sheet if necessary.

Start date	Finish date	Secondary School / College/University attended:	Qualification	Grade

Training and Development

Please give details of training courses you have attended which are particularly relevant to this role. Please start with the most recent course first. Please continue on a separate sheet if necessary.

Training Course:	Date Completed:

Professional Memberships

Please provide details of any professional memberships that you currently hold which are relevant to this role. Please continue on a separate sheet if necessary.

Professional Membership:	Expiry Date:

Supporting Information

In order to be invited for interview you need to be able to demonstrate that you have the skills, abilities, knowledge & experience shown in the job description.

The best way to do this is by giving an example of '*a time when*' to show how you did something.

Skills & abilities

Knowledge & experience

Reasonable Adjustments

Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair-accessible interview room?

--

Criminal Convictions

A relevant check with the Disclosure and Barring Service (or equivalent statutory agency) is required for this post. The disclosure may reveal convictions regarded as “spent” under the Rehabilitation of Offenders Act 1974. By signing this application form, you provide your approval for an appropriate check to be conducted. We require this at appointment and may do so periodically thereafter.

Do you have any criminal convictions? Yes No

If yes, please provide details of all convictions we are legally entitled to know about. You must include relevant youth offences, military offences or police cautions (unless excluded under the Home Office filtering system).

Date	Court	Details	Court's decision

Other Information

Do you have any holidays booked? If yes, please tell us the dates	
Have you worked for us before? If yes, please tell us the role and dates.	

References

Please provide the names and addresses of two referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer or teacher (where you have had no previous employment). We only take up references if you are offered the position.

Referee One	Referee Two
Full name:	Full name:
Capacity in which known to you:	Capacity in which known to you:
Time known:	Time known:
Occupation:	Occupation:
Address:	Address:
Contact email:	Contact email:
Contact number:	Contact number:

Data Protection

The information provided in the application form will be processed in accordance with current data protection regulations.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

Right to Work in the UK

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

Declaration

I authorise you to obtain references and see appropriate disclosures to support this application if I am offered this post. I will advise my chosen referees of your possible approach.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.

I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected or employment terminated in such circumstances.

Signature: Date:

Where your application is unsuccessful this form will be securely shredded 6 months after the closing date.

PLEASE SIGN AND RETURN THIS FORM IN A SEALED ENVELOPE TO:

Mencap in Kirklees
Brunswick House
33 East Street
Lindley
Huddersfield
HD3 3ND

Or email it to hr@mencapinkirklees.org.uk

Mencap in Kirklees is a registered charity number 702494. Company registration 2428994