

01322 291380

recruitment@northkentmind.co.uk

northkentmind.co.uk

The Almshouses, 20 West Hill,

Dartford, Kent, DA1 2EP

##### Application for employment – form 1 of 3

**Applicant initials:**

**Post applied for:** **Reference number:**

# Education and training

Please give details of your educational qualifications and training, including dates, training establishment, subjects taken and short courses where relevant to the vacancy. You may be required to provide proof of qualifications and training courses.

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# General Experience

Please mention any experience gained through community, voluntary, family, leisure or other activities that may be relevant to this job.

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**Current employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Job title and brief summary of responsibilities | From | To |
|  |  |  |  |
| Current salary: | | | |
| Notice period: | | | |
| Additional payments: | | | |
| Would you continue to work in any other paid employment/ (give details): | | | |

**Previous employers**

Please include paid and unpaid work and explain any gaps in employment.

| Name and address | Job title and brief summary of responsibilities | Reason for leaving | From | To |
| --- | --- | --- | --- | --- |
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**Supporting statement**

Please tell us how you meet each of the criteria listed on the person specification for this post. 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.

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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.

|  |  |
| --- | --- |
| Name:  Relationship to you:  Their occupation:  Organisation:  Address:  Email:  Telephone number: | Name:  Relationship to you:  Their occupation:  Organisation:  Address:  Email:  Telephone number: |

**Criminal convictions**

If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) on a separate sheet of paper.

Some posts within North Kent Mind are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details of your conviction(s) on a separate sheet of paper.

**Eligibility to work in the UK**

Are there any restrictions regarding your employment in the UK?

E.g. do you require a Work Permit?

Yes; please supply details on a separate sheet of paper.

No

**Past Connection**

Do you have any current or past connection with North Kent Mind, either as a service user/volunteer/tenant/staff member?  No  Yes

If ‘Yes’, please explain your connection below.

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**Driving**

Do you you own or have use of a car?  No  Yes

If yes: do you have a current full driving license?  Yes  No

Do you have any current endorsements ?  Yes  No

If yes: please give details:

**Disability Confident Employer**

North Kent Mind is a Disability Confident Employer. If a disabled applicant meets the essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010?  No  Yes

Do you have a long-term limiting condition that affects your health?  No  Yes

Do you have a long-term limiting condition that does not affect your health?  No  Yes

If you have answered Yes to any of the above questions, please list any reasonable adjustments which you request are made, to enable you to undertake the interview process.

**Reasonable adjustments**

If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details on a separate sheet of paper.

If you require any reasonable adjustments at work please provide details on a separate sheet of paper.

Please return this form along with your personal details and monitoring form to

[recruitment@northkentmind.co.uk](mailto:recruitment@northkentmind.co.uk).



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**Personal details – form 2 of 3**

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| --- |
| First name:      Surname: |
| Address: |
| Contact telephone number:       (home)       (mobile) |
| Email address: |

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 Mind, to be dismissed.

I agree 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 give Mind my consent to using my personal data for personnel, management and monitoring purposes.

Signed:       Date:

If returning electronically, please tick  this box in absence of a signature.



