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| **Wiltshire Mind is an equal opportunities employer. Selection for interview will be made on the grounds of qualification/experience only, based on information in part 2 of the application form, together with any continuation sheets. The interview panel will be provided with candidates’ names only after short-listing has taken place.****Please email both parts of the application form to** **office@wiltshiremind.co.uk** **or return by post to Wiltshire Mind, Part 1st/2nd Floor 21-23 High Street, Melksham, Wiltshire SN12 6JY** |
| **Application for the post of:** |  |
| **Where did you see this job advertised?** |  |
| **PART 1: PERSONAL INFORMATION** |
| **SURNAME:** | **Mr/Mrs/Miss/Ms/Other:** |
| **FORENAMES:** |  |
| **ADDRESS:** |  |
| **POSTCODE:** |  |
| **TELEPHONE:** | **HOME:****MOBILE:****WORK (if we may call you there):** |
| **E-mail:** |  |
| **Are you disabled?** | **YES/NO****If yes, what special arrangements (if any) would you need if called for interview?** |
| **DECLARATION****I declare that all information given in support of my application is, to the best of my knowledge correct.****Also I understand that knowingly to give false information may, if I am offered employment, result in dismissal or disciplinary action****Signed Date** |

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| **PART 1 (cont’d): SECONDARY, FURTHER AND HIGHER EDUCATION** |

Please give here relevant details of education and qualifications, including current/proposed courses.

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| **SUBJECT** | **QUALIFICATION** | **GRADE** | **DATE** |
|  |  |  |  |

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| **OTHER TRAINING** |

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| Please include professional and vocational qualifications and relevant training courses (including current courses). |
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| Please give details as to membership of any professional associations: |
| **PART 2: EMPLOYMENT** |
| Present or most recent post |
| Name and Address |  |
| Job Title | Salary |
| Reporting to |
| Date Started | Date left (if applicable) |
| Reason for Leaving |
| Please give a brief description of duties and responsibilities |

**Previous posts**

Please list all previous employment, starting with the post held immediately before the post described above. Please use a continuation sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Job Title | From Month Year | To Month Year | Brief description of main responsibilities |
| Name and Address of Employer | Job Title | From Month Year | To Month Year | Brief description of main responsibilities |

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| **SUPPORTING STATEMENT** |

**Please make full use of this section to give further information including why you want to apply for this post; how your skills/experience match the requirements of the position; and any other interests/voluntary work relevant to the post. Please use a continuation sheet if necessary.**

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| **Why are you applying for the post?** |

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| **Please outline the experience, skills and qualities you could bring to the job, with particular reference to the person specification.** |

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| **REFERENCES** |
| **Name** | **Name** |
| **Address****Post Code:****Telephone Home:** **Mobile:****Email:** | **Address****Post Code:****Telephone Home:** **Mobile:****Email:** |
| **Relationship to applicant** | **Relationship to applicant** |
| **Can we contact these referees now?** | **YES/NO** |
| **Print Name** |  |
| **Signed** |  |
| **Dated** |  |
| **PLEASE NOTE THAT DBS CHECKS MAY BE REQUIRED PRIOR TO APPOINTMENT WITH WILTSHIRE MIND** |

By applying for a job at Wiltshire Mind Charity you agree that we will process your details for the purpose of applying for this vacancy. We will have access to your personal information from your application form and we will retain your personal information on our systems to facilitate the administration of the recruitment process. We won’t share your information for marketing purposes or with any third parties. We will retain your information if you are unsuccessful for 3 months, unless requested not to at which point your data will be deleted.