## Employment Application Form

Wiltshire Mind is an equal opportunities employer and welcomes applicants from a diverse range of backgrounds. Selection for interview will be made on the grounds of qualification and experience only.

Please email your completed application form to [office@wiltshiremind.co.uk](mailto:office@wiltshiremind.co.uk) or return by post to Wiltshire Mind, Part 1st/2nd Floor 21-23 High Street, Melksham, Wiltshire SN12 6JY

**Data Protection**

In accordance with our Privacy Notice we take care to ensure all applicant data is appropriately and securely stored and handled. This can be viewed on our webpage: https://www.wiltshiremind.co.uk/privacy-notice/.

If you are unsuccessful, we will hold this information for six months from the last contact we have with you. If you are successful in your application, we will collect additional information about you, however you will be provided with a separate privacy notice which applies to staff and volunteers.

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| **Which post are you applying for?** | **Where did you see this job advertised?** |
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| **Contact Details** | | | |
| **First Name:** |  | **Last Name:** |  |
| **Address:** |  | | |
| **Telephone:** |  | | |
| **Email:** |  | | |

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| **Eligibility to work in the UK** |
| Are there any restrictions regarding your employment in the UK?  (Please note Wiltshire Mind is not able to sponsor Visas). |
| I **have no** restrictions regarding my employment in the UK |
| I **have** restrictions regarding my employment in the UK (please give details below) |
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| **Criminal Convictions Declaration** |
| As part of our equality and diversity policy, we wish to ensure we do not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please let us know and provide details below.  Please note that some posts are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and children and will require a Disclosure and Barring Service (DBS) check. If you have applied for an exempt post, please supply details below. |
| I do not have any **unspent** criminal convictions |
| I am applying for an exempt post and understand that a DBS check will be carried out if I am successful in my appointment |
| I have an **unspent** criminal conviction (please supply details below) |
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| **Education** | | | |
| Please give details of your educational qualifications and training. You may be required to provide proof of qualifications and training courses. | | | |
| **Name of Organisation** | **Subject / Qualification** | **Grade** | **Date** |
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| **Other Training** | | |
| Please provide professional and vocational qualifications and relevant training courses (including current courses). | | |
| **Training Organisation** | **Course Name** | **Date** |
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| **Are you a member of a professional body or association?** | | |
| **Organisation** | **Membership Type** | **Expiry** |
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| **Current Employer (or most recent)** | | | |
| **Employer Name and Address:** |  | **Job Title:** |  |
| **Start Date:** |  | **End Date (if applicable:** |  |
| **Reason for Leaving:** |  | | |
| **Brief description of duties and responsibilities:** | | | |
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| **Notice period (if applicable):** | |  | |

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| **Previous Employment** | | | |
| Please provide details of previous employment starting with the most recent. Please include paid and unpaid work and explain any gaps in employment. (Use continuation sheet as necessary) | | | |
| **Employer and Location** | **Job Title** | **Brief Description of Responsibilities** | **Dates of Employment** |
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| **Suitability for the post** |
| Please describe any qualifications, experience, personal qualities and any other relevant factors that make you suitable for the role, making reference to the job description. (Use continuation sheet as necessary) |
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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. | | | |
| **Referee 1** | | **Referee 2** | |
| **Name:** |  | **Name:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Email Address:** |  | **Email Address:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |

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| **Other Factors** |
| Please use this space if you would like to tell us about any way in which Wiltshire Mind could support you to apply for the post, for example by providing alternative versions of the information provided, assistance with attending the interview or any other adjustments. |
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**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 Wiltshire Mind, to be dismissed.

I agree Wiltshire Mind can approach any of my previous employers to confirm that any information given in relation to my application is correct.

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| **Signed:** |  | **Date:** |  |