**Employment Application Form** 

# Mind in the City, Hackney and Waltham Forest

|  |  |
| --- | --- |
| **Application for the post of:** |  |
| **Where did you hear about the role?** |  |

If you fill this form in by hand, please write clearly in black ink. Please do not staple the application form.

Before you send your application to us check you’ve filled all the sections in and sign the declarations in Section 1. If you don’t, we can’t consider your application.

**Section 1 – Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that I am free to live and work in the UK. If we employ you, you have to supply the original of one of documents accepted under the Asylum and Immigration Act (1996) as evidence that you are allowed to work in the UK. You will need to bring this along with you if you are invited to an interview with us.  I confirm that the information in this application is true, complete and to the best of my knowledge it is correct. If we appoint you and later find that you have given incorrect information or deliberately left information out, we may dismiss you.  In submitting this application I agree that City and Hackney Mind may process and store the personal data for all employment related purposes in accordance with the Data Protection Act 1998. | | | |
| **Signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Please return**   * **application form** * **Latest copy of your CV** * **Equal Opportunities monitoring (at the end of application form)** | Via Breathe link provided. |
| If you have any queries please contact Human Resources by email - [HR.Team@mindchwf.org.uk](mailto:HR.Team@mindchwf.org.uk) | |

**Section 2 - Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname and title:** |  | | **Forenames:** |  |
| **Contact Address:** |  | | **Home Address**  **(if different):** |  |
| **Postcode:** |  | | **Postcode:** |  |
| **Telephone number:** | |  | | |
| **Mobile number:** | |  | | |
| **E-mail address:** | |  | | |

**Section 3 – Education**

|  |  |  |
| --- | --- | --- |
| **Qualifications and / or training relevant to this post:** | | |
| **Training body and address** | **Qualification / training** | **Date: from – to** |
|  |  |  |

**Section 3 – Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Where you have worked:** | | | |
| **Position** | **Employer Name and Address** | **Brief Summary of Responsibilities** | **Date: from – to** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4 – Suitability statement**

**In your own words, please describe why you feel you are a suitable candidate for the role by addressing each of the criteria of the person specification.**

* tell us here why you think you have the relevant skills and experience for the post
* use examples from paid or voluntary work, life experiences and / or training
* keep your answers as short as possible

|  |
| --- |
|  |

**Section 5 – Criminal Convictions and Cautions**

|  |
| --- |
| **We require all employees to have a Disclosure and Barring Check done by the Disclosure and Barring Service (DBS). We do this online once we have offered you a job.**  We state on the **Job Description / Person Specification** if the job we are recruiting is subject to a **standard** DBS or an **enhanced** DBS check.  **Standard DBS** check  This requires you to disclose convictions which are not “spent” yet under the Rehabilitation of Offenders Act 1974.  **Enhanced DBS** check without barring list check  This requires you to disclose all convictions regardless of whether they are “spent” or “unspent” under the Rehabilitation of Offenders Act 1974.  **Enhanced DBS** check with barring list check  This requires you to disclose all convictions regardless of whether they are “spent” or “unspent” under the Rehabilitation of Offenders Act 1974. If you are recorded on the barring list you cannot apply for any job that has this level of DBS check.  Under the Rehabilitation of Offenders Act 1974 some convictions become spent or forgotten after a rehabilitation period, after the date of conviction.  We only take account of convictions that could affect someone’s ability to do the job.  **Before Interview**  If you know that a DBS check will confirm convictions / barring on your record, you may attach a written statement with your application to give us this information.  The manager making the appointment will consider it in confidence and decide if it has any bearing on the appointment.  The manager will decide whether or not to invite you for interview.  **After Interview and after receiving the DBS check**  We may decide it is appropriate to appoint an applicant who has a criminal record / barring.  Where an applicant with this record fulfils the requirements for a job sufficient to be considered a suitable appointment, the appointing manager will   * do a written risk assessment taking into consideration the nature, severity, frequency and timing of the convictions and the nature and requirements of the work * ask the Chief Executive Officer to approve the appointment having regard to the Risk Assessment * proceed with the appointment |

**Section 6 – Awareness of MIND**

|  |  |
| --- | --- |
| **Have you had had previous contact with, or worked for MIND** | **Yes / No** |
| **If yes, please provide details in the space below:** | |
|  | |

**Section 7 – References**

|  |  |  |
| --- | --- | --- |
| Please supply details of two people who can provide a reference for you from your current and previous employer (paid / unpaid work).  All roles are subject to receipt of references that are satisfactory to us. We will only write to your referees if you are offered and verbally accept a position. | | |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Address:** |  |  |
| **Phone:** |  |  |
| **E-mail address:** |  |  |
| **Relationship (i.e. manager):** |  |  |

**Equal Opportunities Monitoring Form\***

When we receive your application, we take this form off before we shortlist for interview. They are not put together again until after a person has been appointed to the post and only for the purposes of recording equal opportunities statistics. Only the person assigned to collating this information will view the two forms together.

Complete as much or as little of this form as you wish. The more information we have the better we can monitor how well we are fulfilling our commitment to equality of access to jobs.

All information will be treated as confidential.

Please tick the relevant boxes.

**Gender**

|  |  |
| --- | --- |
| Man |  |
| Woman |  |
| Trans Man |  |
| Trans Woman |  |
| Non-binary |  |
| Other (please list) |  |
| Prefer not to disclose |  |

**Age**

|  |  |
| --- | --- |
| 16-19 |  |
| 20-29 |  |
| 30-39 |  |
| 40-49 |  |
| 50-59 |  |
| Over 60 |  |
| Prefer not to disclose |  |

**Sexual Orientation**

|  |  |
| --- | --- |
| Heterosexual |  |
| Bisexual |  |
| Pansexual |  |
| Lesbian/Gay |  |
| Other |  |
| Prefer not to disclose |  |

**Religious Beliefs**

|  |  |
| --- | --- |
| None |  |
| Christian |  |
| Buddhist |  |
| Hindu |  |
| Sikh |  |
| Muslim |  |
| Jewish |  |
| Other |  |
| Prefer not to disclose |  |

**Ethnic Background**

Black or Black British

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Any other Black background (please list) |  |

Mixed

|  |  |
| --- | --- |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background (please list) |  |

|  |  |
| --- | --- |
| Turkish |  |
| Kurdish |  |
| Iraqi |  |
| Any other Middle Eastern background (please list) |  |

Middle Eastern

Asian or Asian British

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Vietnamese |  |
| Any other Asian background (please list) |  |

White

|  |  |
| --- | --- |
| British |  |
| Irish |  |
| Any other white background (please list) |  |

Other ethnic background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to disclose: 

**Do you consider yourself to have a disability?\*\***

Yes / No / Prefer not to disclose

If yes, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Mind in the City, Hackney and Waltham Forest is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are a disability confident employer. All applicants with a disability, who meet the minimum essential short-listing criteria are guaranteed an interview. If this applies to you, please ensure you complete the Equal Opportunities Monitoring Form above.

We at Mind CHWF want to assure you that your privacy and the security of your data is our top priority. It always has been, and it will continue to be, as we refine our policies and internal processes. Please take a moment to read through our applicant’s privacy notice.

\*\* The ***Equality Act 2010*** defines disability as

“a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

**What ‘substantial’ and ‘long-term’ mean**

**‘**substantial’ is more than minor or trivial - eg it takes much longer than it usually would to complete a daily task like getting dressed.

‘long-term’ means 12 months or more - eg a breathing condition that develops as a result of a lung infection.

There are special rules about recurring or fluctuating conditions, for example, arthritis.

**Progressive conditions**

A progressive condition is a condition that gets worse over time. People with progressive conditions can be classed as disabled.

However, you automatically meet the disability definition under the Equality Act 2010 from the day you’re diagnosed with HIV infection, cancer or multiple sclerosis.

**What isn’t counted as a disability?**

Some conditions aren’t covered by the disability definition. These include addiction to non–prescribed drugs or alcohol.