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| Text  Description automatically generatedApplication Form This page will be detached from the rest of the form prior to shortlisting.  |  |
| Job applied for: | **Casual Receptionist and Administrative Assistant** |
| Closing date: | **20 May 2024** |

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| 2. References |
| Two referees are required - one of these should be your current or most recent employer. Referees are contacted once a role is accepted.  |
| Present/most recent employer: | Second referee |
| Name:  | Name:  |
| Address:  | Address:  |
| E-mail address:  | E-mail address:  |
| Telephone number:  | Telephone number:  |
| How do you know this person? | How do you know this person?  |

**Please leave this page blank.**

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| Job applied for: | **Casual Receptionist and Administrative Assistant** |
| 3. Employment - Current or most recent post (paid or unpaid) |
| From: To: |
| Job title:  |  |
| Name and address of current or most recent employer:  |
| Reporting to:  |
| Reason for leaving:  |
| Please give a brief description of duties and responsibilities:  |

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| 3.2 Previous postsPlease list all previous employment or career/work breaks over the previous 10 years, starting with the post held immediately before the post described above.  |
| Job title, name & address of employer and employment dates: | Brief description of main responsibilities: |
|  |  |
| 4. Education |
| Please give relevant details of education and qualifications, including current/proposed courses. |
| Schools/colleges/universities | Qualification/s |
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| 5. Other training |
| Please give details of other training undertaken and any membership of professional associations. |
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|  6. Experience and abilities – shortlisting criteria |
| **This section of the application is most important.** The shortlisting panel will assess responses provided in this section to determine who is invited to interview. The panel cannot make any assumptions, so you should give clear, specific examples of what you have done or achieved in relation to the **4** **areas listed below**. You may draw these examples from previous employment, voluntary or community work, spare time activities, training, or any other areas that you think might be relevant. **Do not forget to submit a copy of your latest CV with this application form.**  |
| **1. Provide examples of when you identified a health & safety risk and took actions to:****a) eliminate the risk****b) reduce the risk** |
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| **2. Provide an example of when you understood the needs of others and respected their views and experiences.**  |
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| **3. Provide an example of when you have developed and maintained a positive working relationship.** |
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| **4. Provide an example of when you showed initiative and delivered results with no supervision.** |
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| 7. Supporting statement – Optional |
| This section is optional – please use to provide any additional information you consider relevant and in support of your application, including your reasons for applying for this post. **Please limit the information to one side of A4**. |
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## The following sections will be detached from the rest of the form prior to shortlisting.

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| 8. Additional information |
| **Are there any dates when you would be unavailable for interview**? (Please Note: We will make every effort to take any unavailability into account, but we are not required to accommodate all requests). |
| **Do you need a work permit to work in the UK?** | Yes/No |
| If yes, please specify:  |
| **If appointed, when could you start?**  |
| **How did you find out about this vacancy?**  |
| **Have you worked with Mind CHWF before?** **If so, when?**  |

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| 9. Criminal Convictions  |
| **We require all staff to have a Disclosure and Barring Check done by the Disclosure and Barring Service (DBS). We do this online once you have accepted a job offer.** Please refer to the ‘Job Description’ for confirmation on the level of DBS check required for the role. Below explains the different level of DBS checks:* **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.We will consider convictions based on whether the offence relates to the nature of the job. **ACTION REQUIRED:** * **Before Interview**
	+ If you know that a DBS check will confirm convictions / barring on your record, please 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 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 following a risk assessment. The written risk assessment takes into consideration the nature, severity, frequency and timing of the convictions, and the nature and requirements of the work.
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###### 10. Declaration

I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I understand that false information may lead to the termination of appointment or withdrawal of a offer.

I agree that the content of this form and of any accompanying documents may be treated as part of any contract agreed between myself and Mind CHWF.

I understand that my application form and monitoring form will form part of my personal file and will be treated in accordance with the requirements of the Data Protection Act.

Signed.................................………………...……………

Date:................................................….....…………………

Please make sure that the application form is fully completed and submit it along with your CV via the link on the advert.

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| **11**. **Equal Opportunities Monitoring Form** |
| **This section will be separated from the application form by HR, before short-listing of candidates takes place. The selection panel will not see this form.**We embrace diversity and understand that being an inclusive organisation that recognises different perspectives, will enable us to provide excellent services.  We are committed to ensuring all our staff are treated fairly and equitably at work and promoting equity in physical and mental health for all.  Those with lived experience of Mental Health are encouraged to apply. To ensure that Mind CHWF continues to develop its declared equality and diversity commitments, all job applicants are asked to answer the questions below. This information will be treated as confidential and will be used for monitoring purposes only. **If you prefer not to disclose any equal opportunity data, then please mark below with an X:**

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| 1. **I would describe my gender as (please mark below, where applicable, with an X):**

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

**If you prefer to use your own gender identity, please write below:**1. **My age group is (please mark below, where applicable, with an X):**

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

1. **I would describe my sexual orientation as (please mark below, where applicable, with an X):**

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

**If you prefer to use your own gender identity, please write in:**1. **I would describe my religious group as (please mark below, where applicable, with an X):**

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

1. **I would describe my ethnicity as (please mark below, where applicable, with an X):**

**Black or Black British:**

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

**Mixed:**

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

**Middle Eastern:**

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| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. **Disability**

Mind CHWF is a disability confident employer. All applicants with a disability, who meet the minimum essential short-listing criteria are guaranteed an interview. The Equality Act 2010 sets out when someone is considered to have a disability and is protected from disability discrimination.**What's automatically classed as a disability?**People with the following conditions and impairments are automatically protected under disability discrimination law:* cancer
* an HIV infection
* multiple sclerosis (MS)
* a visual impairment – if someone is certified as blind, severely sight impaired, sight impaired or partially sighted

**Progressive conditions**A progressive condition gets worse over time. Examples include Alzheimer's disease, motor neurone disease, muscular dystrophy, and Parkinson's.Someone with a progressive condition is considered by law to have a disability as soon as it starts to influence their normal day-to-day activities, if this is likely to be long-term. The law says the effect does not have to be substantial as long as it's likely to become substantial in the future.**The main definition of disability**Unless a condition or impairment is automatically classed as a disability or it is a progressive condition, the Equality Act 2010 says someone is considered to have a disability if both of these apply:* they have a 'physical or mental impairment'
* the impairment 'has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'

**Source**: AcasIf any of the above applies to you, please ensure you complete the following part:**Do you consider yourself to have a disability?** (Some conditions aren’t covered by the disability definition. These include addiction to non–prescribed drugs or alcohol). Please mark below, where applicable, with an X.

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| --- | --- |
| Yes |  |
| No |  |
| Prefer not to disclose |  |

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**End of document**