

APPLICATION FOR EMPLOYMENT



Please read carefully all instructions before completing this form. Please fill out this form using capital letters if you are doing so by hand. Please complete in full and return to the address listed at the end of this application form.

Post applied for:	
Where did you see this post advertised?	

Personal Details

Title:	
Surname/Family Name:	
First Names:	
Address:	
Postcode:	
Home Telephone Number:	
Work Telephone Number:	
Mobile Number:	
Preferred Telephone Number:	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/>
Email Address:	
National Insurance Number:	
If appointed, when could you start?	

Education (Since Age 14)

Please note at interview, you will be required to provide documentary evidence of all qualifications and courses listed below.

School/College/University	Examinations Passed/Qualifications Gained

Training History/Professional Status

Date of Graduation/Qualification	Location Details	Notes	Can you provide a certificate? Y/N

Short Courses Attended

Please list short course training appropriate to the role only.

Course Title	Training Provider	Date	Duration	Can you provide a certificate? Y/N

Employment History

Please record below the details of your **current or most recent paid employer**

Employer 1

Employers Name and Address	
Nature of Business	
Job Title	
Start Date (month/year)	
End Date (month/year)	
Period of Notice	
Reason for Leaving (if applicable)	
Description of Duties and Responsibilities	

Previous Paid Employment

Please record below the details of your **previous paid employers** covering your whole working life as all periods need to be accounted for since leaving school. **Up to 4 previous employments can be entered here so if required, please add any additional employers/information on a separate sheet.**

Employer 2

Employers Name and Address	
Nature of Business	
Job Title	
Start Date (month/year)	
End Date (month/year)	
Reason for Leaving (if applicable)	
Description of Duties and Responsibilities	

Employer 3

Employers Name and Address	
Nature of Business	
Job Title	
Start Date (month/year)	
End Date (month/year)	
Reason for Leaving (if applicable)	
Description of Duties and Responsibilities	

Employer 4

Employers Name and Address	
Nature of Business	
Job Title	
Start Date (month/year)	
End Date (month/year)	
Reason for Leaving (if applicable)	
Description of Duties and Responsibilities	

Employer 5

Employers Name and Address	
Nature of Business	
Job Title	
Start Date (month/year)	
End Date (month/year)	
Reason for Leaving (if applicable)	
Description of Duties and Responsibilities	

Employment Gaps

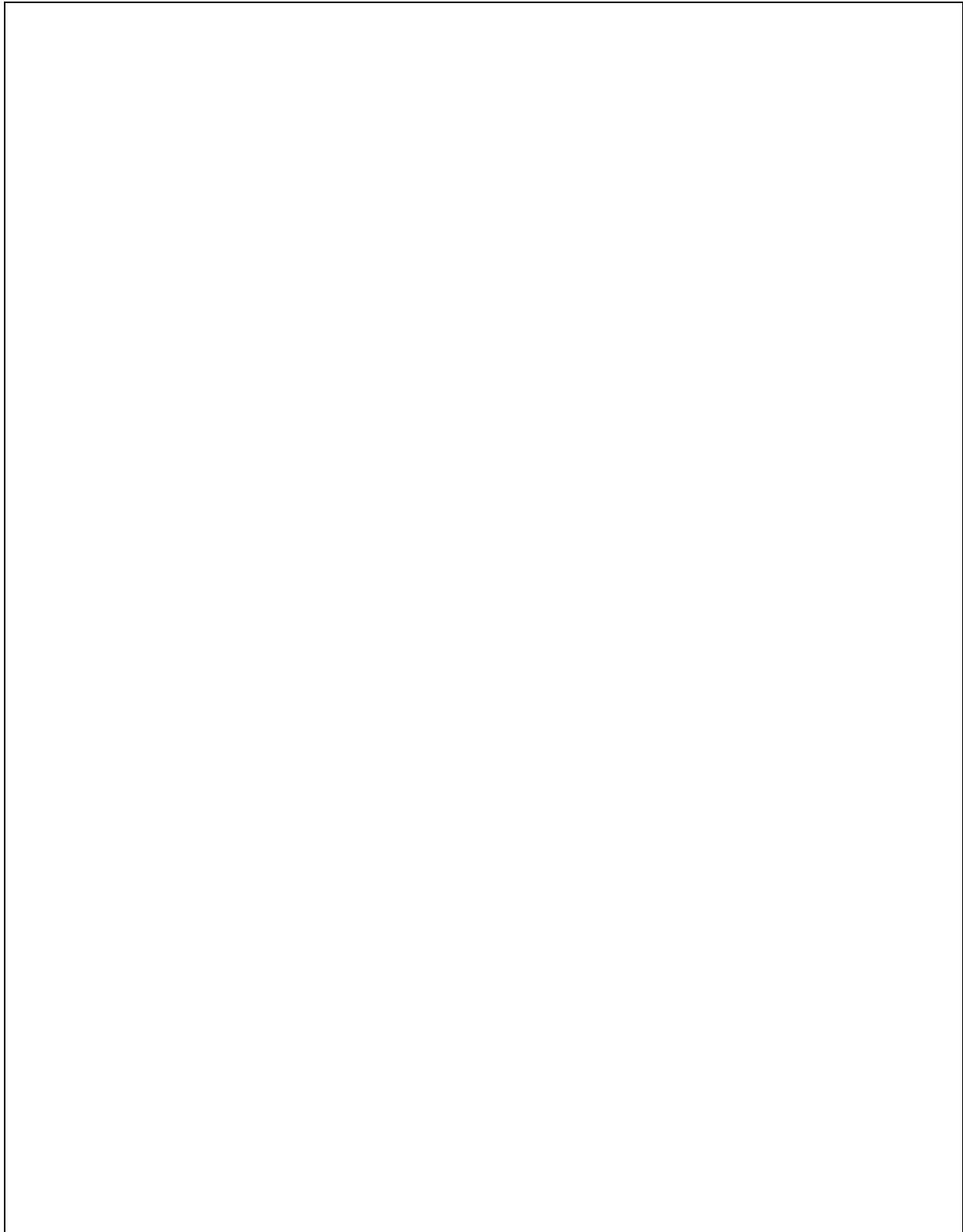
If you have had any breaks in paid employment, please state the dates with a brief explanation about what you did during these periods	
Dates (month/year)	Explanation
e.g. Nov 2011 – Apr 2012	e.g. I took 6 months out of work to travel around Asia

Please continue on a separate sheet if required.

Personal Statement

Please describe and explain how you meet each of the criteria set out in the person specification. You should give examples showing how your skills, knowledge, experience, and personal strengths match the requirements of the post.

Please continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page below the instructions.

References

Please provide names and full contact details of the people who have agreed to supply references. References in the first instance must include your two most recent employers and should be a Line manager or someone in a position of responsibility for any work undertaken.

School/College leavers should give the name of lecturers/tutors/heads of schools as appropriate and either a recent employer or a personal character referee.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek a reference from your last known employer and a character reference from a person of standing in the community such as a doctor, solicitor or MP.

Where it is genuinely not possible to obtain references from any of the sources outlined above, you must provide contact details of two personal acquaintances who would be willing to provide a reference.

References will not be accepted from relatives or people you only know as friends. All referees will be contacted, therefore please inform them of the fact that you have used their name. If you are unable to provide the required references, please discuss this with us.

Please note that all reference requests will be followed up and verified by Ealing Mencap's Personnel Officer. Referees may be approached prior to interview, unless you indicate otherwise below.

Referee 1

Type of Reference	Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>
Name	
Address (including postcode)	
Email address	
Telephone Number	
Job Title	
Capacity in which you know referee	
Can the referee be contacted prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referee 2

Type of Reference	Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>
Name	
Address (including postcode)	
Email address	
Telephone Number	
Job Title	
Capacity in which you know referee	
Can the referee be contacted prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>

Asylum and Immigration Act, 1996

Information about this law has been sent to you with this application form. You will be expected to provide your evidence at interview.

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered No above, you must answer the following questions:	
Are you able to produce one of the documents referred to on our list provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered No to the previous question please explain why you cannot do so:	
Please select the category that relates to your current immigration status. This status will be subject to checking at interview.	Tier 1/HSMP <input type="checkbox"/> Indefinite Leave to remain/enter <input type="checkbox"/> Tier 2/HSMP <input type="checkbox"/> Dependant / Spouse visa <input type="checkbox"/> Other <input type="checkbox"/> (Please specify:
Are you subject to any conditions relating to your employment in this country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes to the previous question please provide further details:	
Please supply details of any visa currently held:	Visa No: Start Date: Expiry Date: Details of any Restrictions:

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

To protect certain vulnerable groups within society, there are a number of posts within Ealing Mencap that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are ‘spent’ under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

All individuals applying for positions which involve ‘regulated activity’ are required to have an enhanced criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.
(Continued overleaf)

The full definition of 'regulated activity' is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012.

Are you currently bound over or have you ever been convicted of any offence by a Court or Court Martial in the United Kingdom or in other country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.	
Are you currently bound by any barring decision made by the Independent Safeguarding Authority (ISA) from working with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently bound by any barring decision made by the Independent Safeguarding Authority (ISA) from working with vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information <input type="checkbox"/>
Please state the type or types of disability which apply to you.	Physical impairment <input type="checkbox"/> Learning Disability <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Long Standing Illness <input type="checkbox"/> Mental health condition <input type="checkbox"/> Other (please state below)
Do you require any specific or reasonable adjustments for your interview? If yes please state your requirements.	

DECLARATION

I certify that the information made in this application is correct and complete. I accept that providing deliberately false information will result in rejection of the application or subsequent dismissal if employed by the organisation.

I also understand that, on appointment information from this form may be computerised for personnel purposes in accordance with the Data Protection Acts 1984 and 1998.

Signed: Date:

Please ensure you have checked the information in this application form. Upon completion, please return this form to hr@ealingmencap.org.uk or alternatively by post to the Personnel Officer at Ealing Mencap, Enterprise Lodge, Stockdove Way, Perivale, Greenford, Middlesex, UB6 8TJ.