| APPLICATION FORM | Ref. No:  (for office use only) |
| --- | --- |

**CVs cannot be accepted and will be discarded prior to short listing.**

**NB: when completing details of your employment or other work record all gaps in service must be accounted for.**

# **Personal**

| Surname |  | Address including post code |
| --- | --- | --- |
| First name |  |  |
|  |  |
| Telephone (day) |  |
| Telephone (evening) |  |
| Email |  | |

**Reference No: (for office use only)**

**Application for the position of**

| Job title |  | | |
| --- | --- | --- | --- |
| PART TIME |  | FULL TIME |  |
|  | |  | |
| Where did you obtain information about this vacancy? | |  | |
| Have you previously applied for a Swansea Mind post? (please circle) | | Yes (If yes, please specify below) | |
|  | | | |

**General information** (Particulars of spare time interests that you consider may display skills relevant to the position and the skills that you consider relevant to this application.

|  |
| --- |

**Education and qualifications** (Qualifications will only be taken into account where they are strictly required for the post. Swansea Mind will require evidence of these qualifications)

| School, College, University | Dates | Qualifications gained including subjects, grades or results expected/attained |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

**Professional** **qualifications** (Give details of any other relevant qualifications or records of achievement (e.g. courses attended, certificates attained, including membership and status of any relevant professional or technical association certificate number, date of issue and issuing authority)

|  |
| --- |

**Courses attended/skills acquired** (Please summarise any other skills that you have and/or training that you have received that may be relevant to the position applied for)

|  |
| --- |

**Present or most recent employment/voluntary work**

**Please Note when completing details of your employment or other work record all gaps in service must be accounted for.**

| Job title |  | From/to |  | **/** |  |
| --- | --- | --- | --- | --- | --- |
| Organisation |  | Notice period |  | | |
| Address |  | Salary |  | | |
| Other benefits |  | | |
| Telephone |  |  |  | | |
| To whom were you responsible? |  | How many staff were you responsible for? |  | | |
| Nature of business |  | | | | |
| Your responsibili-ties |  | | | | |
| Why do/did you wish to leave? |  | | | | |

**Previous work experience/voluntary work** (Please start with most recent past experience, adding further jobs or relevant information on a separate sheet) Please ensure that you account for any gaps in service

| From | To | Organisation’s name and location | Your position and brief description of duties | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**References**

## Please give name and details of at least two referees. These should not include relatives or personal friends. You must give the name of your Line Manager in your present or most recent employment as one referee or if you are a college or university leaver your Departmental Head or Tutor. Contracts of employment will only be offered upon receipt of satisfactory references.

| Referees will only be contacted if you are successful at interview |
| --- |

**Reference 1**

| Name |  | Address |
| --- | --- | --- |
| Occupation |  |  |
| Relationship |  |
| Telephone |  |
| Email |  |
|  |  |

**Reference 2**

| Name |  | Address |
| --- | --- | --- |
| Occupation |  |  |
| Relationship |  |
| Telephone |  |
| Email |  |
|  |  |

**Reference 3 - optional**

| Name |  | Address |
| --- | --- | --- |
| Occupation |  |  |
| Relationship |  |
| Telephone |  |
| Email |  |
|  |  |

**Why should Swansea Mind appoint you to this job?** The person specification acts as the selection criteria for the job. The more points on the person specification that you demonstrate that you are able to meet the greater your chance of being invited to interview.

**Use each point from the person specification that you are able to meet as a heading and then explain how you meet that specific criteria.** Please continue on additional pages if you require or with any further information you may wish to give in support of your application.

|  |
| --- |

# **Convictions Rehabilitation of Offenders Act 1974**

| Have you been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded? (please circle)  Please note: This information will be confirmed with the Disclosure and Barring Service | Yes No |
| --- | --- |

# **Child protection**

| Have you any previous convictions, cautions, bind-overs or pending cases affecting your suitability to work with vulnerable people? (please circle) | Yes No |
| --- | --- |

If YES to either question regarding convictions and child protection you are required to give details on a separate sheet.

Please note: All applicants will be required to undergo a criminal records disclosure check before an appointment can be fully confirmed.

**Driving**

| Do you hold a driving licence? (please circle) | Yes No | Has your driving licence ever been endorsed? (please circle)  [If yes, please give details below] | Yes No |
| --- | --- | --- | --- |
|  | | | |

**Declaration**I certify that the information given on this form is, to the best of my knowledge, true and complete and agree that it should form part of the basis of my engagement. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice.

| **Signature** |  | **Date** |  |
| --- | --- | --- | --- |

Swansea Mind strives to be an equal opportunities employer. We welcome applications that reflect the diversity of the communities that we serve.

|  | |
| --- | --- |
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| DIVERSITY MONITORING |  |
| --- | --- |

Swansea Mind is committed to developing positive policies to promote diversity at Swansea Mind. To assist us in monitoring the effectiveness of this policy, we are grateful if you would complete the form below. The information is completely confidential and is used to ensure that employment opportunities are equally available to all suitably qualified candidates.

**This form is detached from all applications received by post or e-mail.**

**Please return the form in a separate envelope with your application form if applying by post**

| **I am** | О Male | О Female | О Transgender | О Do not wish to disclose |
| --- | --- | --- | --- | --- |

| **My age is** |  |
| --- | --- |

| **I consider myself to be** (Please note: These categories are the same as those used in the Census*)* | **White:** | О British | О Irish | О Other |  |
| --- | --- | --- | --- | --- | --- |
| **Mixed:** | О White & Black Caribbean | О White & Black African | О White & Asian | О Other |
| **Asian or Asian British:** | О Indian | О Pakistani | О Bangladeshi | О Other |
| **Black or Black British:** | О Caribbean | О African | О Other |  |
| **Chinese or other ethnic group:** | О Chinese | О Other |  |  |
|  | О Do not wish to disclose | |  |  |
| **My nationality** |  |  |  |  |  |

| **I consider myself to be** | О Bisexual | О Gay | О Heterosexual | О Lesbian |
| --- | --- | --- | --- | --- |
| О Do not wish to disclose | | |  |

| **Please tick the category that applies to you** | О Baha’l | | О Buddhism | О Christianity | | О Hinduism | О Islam (Muslim) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| О Judaism | | О Jainism | О Rastafarianism | | О Sikhism | О Zoroastrianism (Parsi) |
| О No religion | О Do not wish to disclose | | | Other *(please state below)* | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

| **Do you consider yourself to have a disability you would like us to know about?** | О Yes | О No |
| --- | --- | --- |
| If YES, please specify nature of your disability and number (if registered) on a separate sheet of paper | |

| **In the past I have been:** | **a Mind Employee**  О Yes О No | **a Mind Volunteer**  О Yes О No | **a user of Mind’s services**  О Yes О No |
| --- | --- | --- | --- |

Please provide details of how you became aware of this vacancy. This will help us to monitor the effectiveness of the recruitment media we use. Thank you for your cooperation.

| **Where did you see this job advertised? (Please be as specific as possible) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| --- | --- |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Post applied for: | Reference No. |
| Location of post: Swansea | |