

Application for the post of:

PRESENT EMPLOYMENT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of employer including post code:** |  | | | | | |
| **Post held:** |  | | | | | |
| **Main duties:** |  | | | | | |
| **Dates of employment:** | **From (month-year):** |  | | **To (month-year):** | |  |
| **Reason for Leaving:** |  | | | | | |
| **Salary:** | £ | | **Notice period:** | |  | |

PREVIOUS EMPLOYMENT (to include volunteering roles, placements, work experience etc; please also explain any gaps) - most recent first; continue on a separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Post held** | **From (month- year)** | **To**  **(month-year)** | **Reason for leaving** |
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EO no: (staff use)

RELEVANT EDUCATION AND TRAINING (most recent first)

continue on a separate sheet if necessary

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| --- | --- | --- |
| **Schools/Further or Higher Education** | **Course** | **Result** |
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PROFESSIONAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL BODIES

continue on a separate sheet if necessary

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| --- | --- | --- | --- | --- |
| **Qualifications/Membership gained or being studied for** | **Level** | **Grade** | **Where taken** | **Date obtained (month-year)** |
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DRIVING LICENCE/CAR/MOTORCYCLE OWNERSHIP

|  |
| --- |
| Do you have a full, current driving licence? Yes  No  Do you have full access to a car / motorcycle? Car Yes  No  Motorcycle Yes  No  Do you have any current penalty points? Please give details below: |

|  |
| --- |
| KEY SHORTLISTING CRITERIA  **Please refer to the person specification before completing this part**  This section is used to shortlist candidates using a scoring system (2=fully met, 1=partly met, 0=not met). You should provide examples of how you meet the criteria in the Person Specification. Statements such as ‘I can’ or ‘I am’ without giving evidence to substantiate are difficult to score.  Candidates who can fully demonstrate they meet all the Essential requirements of the Person Specification will normally be invited for interview. However, if there are an overwhelming number of applicants who meet all the Essential requirements, applicants will be further short listed using the Desirable requirements. |

|  |  |
| --- | --- |
| **Key knowledge** (please try to provide one example for all the essential criteria detailed on the person specification along with those desirable criteria which you meet; max characters 1000 for each) | |
| Essential |  |
| Desirable |  |

|  |  |
| --- | --- |
| **Relevant experience** (please try to provide one example for all the essential criteria detailed on the person specification along with those desirable criteria which you meet; max characters 1000 for each) | |
| Essential |  |
| Desirable |  |

|  |  |
| --- | --- |
| **Key competencies** (please try to provide one example for all the essential criteria detailed on the person specification along with those desirable criteria which you meet; max characters 1000 for each) | |
| Essential |  |
| Desirable |  |

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| **Additional requirements** (please try to provide one example for all the essential criteria detailed on the person specification along with those desirable criteria which you meet; max characters 1000 for each) | |
| Essential |  |
| Desirable |  |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| If you are successful, will this be your only job? If “no” state weekly hours and nature of additional work. | **YES** **NO** |
| What period of notice are you required to give? |  |
| How did you first find out about this job? Please state publication or website if applicable |  |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the names and addresses of two referees who can comment on your suitability for the post and who have consented to provide a reference on your behalf. One should be your current employer or, if unemployed, your most recent employer. | | | |
| **Present or most recent employer**  Name: | |  | |
| Position of above named: | |  | |
| Capacity in which known to you: | |  | |
| Name and address of organisation: | |  | |
| Telephone: |  | Email address: |  |
| Can we contact this referee before interview?  **YES  NO** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Second referee**  Name: | |  | |
| Position of above named: | |  | |
| Capacity in which known to you: | |  | |
| Name and address of organisation: | |  | |
| Telephone: |  | Email address |  |
| Can we contact this referee before interview?  **YES  NO** | | | |

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| --- | --- |
| **The information I have provided in this application form is complete and accurate to the best of my knowledge** | |
| Signed: | Date: |



We won’t give up until everyone experiencing a mental health problem

gets support and respect.

Information Line (24/7)

01482 240133

Hull and East Yorkshire Mind

Wellington House

108 Beverley Road

Hull

HU3 1YA

01482 240200

www.heymind.org.uk

info@heymind.org.uk

Charity Number: 1101976

Company Number: 4936165