**Application Form**

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| **Section 1** | **Personal details** |

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| **Title:** |  | **Last Name:** |  |
| **First Names:** |  |

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| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |

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| --- | --- |
| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **E-mail address:** |  |

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| **Are you eligible to work in the UK?** | **Yes** |  | **No** | **[ ]**  |

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| --- | --- | --- | --- | --- |
| **Are you over 18 years old?** | **Yes** |  | **No** | **[ ]**  |

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| **Section 2** | **Qualifications** |

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| --- | --- | --- | --- |
| **Date From** | **Date To** | **Name of School / College etc** | **Qualifications gained** |
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| **Section 3** | **Current / Most Recent Employment** |

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| **Name and Address of Employer** | **Date From** | **Job Title / Function & Responsibilities**  | **Reason For Leaving And Notice Period Needed** |
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| **Section 4** | **Previous Employment / Voluntary Experience** |

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| **Name and Address of Employer** | **Date From** | **Date To** | **Job Title/Function & Responsibilities / Reason for leaving** |
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| **Section 5** | **Continuing Professional Development**  |

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| **Please list any relevant training qualifications, courses or awards obtained** |
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| **Section 6** | **Supporting Statement**  |
| Please explain below how your knowledge, skills, experience and interests make you a good candidate for this role – we want you to address the requirements given in the person specification. |
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| **Section 8** | **References** |

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| Please give the names and addresses of your two most recent / relevant employers. If you are unable to do this, please clearly outline who your referees are. (N.B. References will only be taken if you are successful in the recruitment process) |
| Reference 1 | Reference 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Working Relationship: |  | Working Relationship: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name and address: |  | Organisation name and address: |  |
|  |  |
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| --- | --- | --- | --- |
| Telephone Number: |  | Telephone Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail address: |  | E-mail address: |  |

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| **Section 9** | **Rehabilitation of Offenders Act 1974** |

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| Applicants should note that Mid Kent Mind is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act. If you are accepted for voluntary or paid work and fail to disclose any such convictions, this could result in your dismissal. Any information given will be completely confidential and will be used only in determining whether a particular role is appropriate. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes | [ ]  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you any prosecutions pending? | Yes | [ ]  | No |  |

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| If yes, please give details of date of offence(s) and sentence: |

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| **Section 10** | **MK Mind Checks** |

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| Do you agree to a DBS check upon successful application? | Yes | [ ]  | No |  |
| Do you know anybody within Mid Kent Mind; trustee, staff or volunteer? | Yes | [ ]  | No |  |
| If yes, please provide name and role, and nature of relationship: |  |  |  |  |
| Have you ever been a service user of Mind | Yes | [ ]  | No |  |
| If yes, when did you last access services? |  |  |  |  |
| Do you have a disability? | Yes | [ ]  | No |  |
| What adjustments would support you through this recruitment process? |  |  |  |  |

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| **Section 11** | **Declaration** |

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| I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy.  |
| Signed: |  | Date: |  |

**Data Protection Act 2018**

The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if appointed. The data may be processed by Mid Kent Mind for the purposes of equality monitoring, compiling statistics, and for keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.