

## Application Form

Please complete this accurately, giving as much detail as possible of your skills and experience. Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

**To complete this form using Microsoft word please save a copy to your own computer.** Use the tab key to move through the various sections and enter details as directed. You can then either email the completed document or send a printed copy as directed at the end of the form.

<b>Title of post applied for</b>			
<b>Advertisement seen in</b>			
<b>Title (eg: Mr, Mrs, Miss, Ms)</b>	<b>Surname or family name</b>	<b>First or other names</b>	
<b>Address</b>			
<b>Email Address</b>			
<b>Home Tel</b>			
<b>Mobile No</b>		<b>Work Tel</b>	
<b>Do you have the right to work in the UK?</b>		<b>Yes / No*</b> (* - delete as applicable)	
Note: we will require proof of this right before an offer of employment can be confirmed.			
<b>Do you have access to your own car?</b>		<b>Yes / No*</b> (* - delete as applicable)	
(see person specification for need)			
<b>If offered employment when could you start work?</b>			

### EDUCATIONAL, TECHNICAL & PROFESSIONAL QUALIFICATIONS

(please provide details of all qualifications below, if necessary, please continue on a separate sheet)

<i>Place of study/professional body</i>	<i>Attainment level/results</i>

### PERSONAL DEVELOPMENT (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet)

<i>Provider</i>	<i>Type of development</i>

**EMPLOYMENT HISTORY (voluntary and paid)**

Please give details of all posts held since leaving full-time education and account for any gaps in employment . (if necessary, please continue on a separate sheet)

**Present Or Last Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			current salary    £
Notice required			

**Previous Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

**Previous Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

**Previous Employer** - *Please provide name and address*

Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by Solent Mind?      **Yes / No** \* (\* - delete as applicable)

You may not, without the prior permission, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.

## SUPPORTING STATEMENT

The information in this section is crucial to assessing your application. Please state why you are interested in the job for which you are applying, and relate your experience, skills and personal qualities to the person specification and the job description. In addition to work and voluntary experience, you may wish to include other experience e.g. family duties, interests etc.

If you need more space, please continue on a separate page.

**References**

Please give the name and address of the persons to whom Solent Mind could apply for a reference. One of the persons must be your present employer, or last employer if currently unemployed, or someone who knows you well if you have not been employed in the recent past. Solent Mind requires references to be obtained for the three year period immediately prior to commencement of employment. If the referees given below do not cover the last three years you may be asked to provide further references before an offer of employment is confirmed.

***Internal candidates do not have to provide this information.***

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No:</b>	<b>Tel No:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>In what capacity are you known to them?</b>	<b>In what capacity are you known to them?</b>

**References will only be requested after the offer of employment has been made**

**CRIMINAL OFFENCES**

Have you ever been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?

**Yes / No\*** (\* - delete as applicable)

*If Yes, please give details on a separate page and enclose in a separate envelope*

**I confirm that the above information is correct to the best of my knowledge. I consent to Solent Mind processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by Solent Mind.**

*Note: This information will only be used for selection purposes. Unsuccessful applications will be kept for 12 months after the recruitment process is completed.*

<b>NAME</b>		<b>DATE</b>	
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**You can return this application form by post to:**

**Recruitment,  
Human Resources  
Solent Mind  
15-16 The Avenue  
Southampton SO17 1XF**

**Or Email to: [recruitment@solentmind.org.uk](mailto:recruitment@solentmind.org.uk)**

**Or Fax on: 023 8202 7811**

## Recruitment Analysis Form

The information you supply will be separated from your application upon receipt. This information is not part of your application and will not be used in any part of the selection process. It will not be seen by the interviewers or those involved in the shortlisting your application. This information will be stored anonymously and confidentially. Please complete as much as you can.

<p><b>Position applying for:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>1. Where did you see this post advertised or how did you learn of this position?</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>2. Gender</b></p> <p>Female <input type="checkbox"/></p> <p>Male <input type="checkbox"/></p> <p>If you prefer to use your own term please provide this here:</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p><b>3. Gender Identity</b></p> <p>Is your gender identity the same as the gender you were assigned at birth?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>4. Sexual Orientation:</b></p> <p>Bisexual <input type="checkbox"/></p> <p>Gay man <input type="checkbox"/></p> <p>Gay woman/lesbian <input type="checkbox"/></p> <p>Heterosexual/straight <input type="checkbox"/></p> <p>If you prefer to use your own term please provide this here:</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p><b>5. Disability:</b></p> <p>Do you consider yourself to have a disability?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><b>6. Date of Birth:</b></p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p><b>7. Nationality:</b></p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p><b>8. Ethnicity:</b></p> <p>White: British <input type="checkbox"/></p> <p>White: Irish <input type="checkbox"/></p> <p>White: Gypsy or Irish Traveller <input type="checkbox"/></p> <p>Mixed: White &amp; Black Caribbean <input type="checkbox"/></p> <p>Mixed: White &amp; Black African <input type="checkbox"/></p> <p>Mixed: White &amp; Asian <input type="checkbox"/></p> <p>Asian or Asian British: Indian <input type="checkbox"/></p> <p>Asian or Asian British: Bangladeshi <input type="checkbox"/></p> <p>Asian or Asian British: Chinese <input type="checkbox"/></p> <p>Black or Black British: African <input type="checkbox"/></p> <p>Black or Black British: Caribbean <input type="checkbox"/></p> <p>Arab <input type="checkbox"/></p> <p>If other Ethnic Group or if you would prefer to use your own definition, please specify:</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <p><b>9. Religion and Belief</b></p> <p>Buddhist <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Non-religious (Atheist etc) <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>If you prefer to use your own definition please provide this below:</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div>
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