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**Application Form**

**Please write clearly or type directly into the form**

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| **Position applied for:** |
| **How did you hear about the Vacancy:** |
| 1. **PERSONAL DETAILS** |
| Title:Surname: |
| First name(s):  Have you ever been known by any other names? YES / NO  If you answered yes please give details: |
| Address:  Post code: |
| Contact details: Home telephone:  Mobile telephone:  E-mail address: |
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| Eligibility to work in the UK (Watford Mencap undertake rigorous checking of applicants eligibility to work in the UK)  Do you require a work permit or visa to work legally in the U.K.? **YES** **/ NO**  If you are offered a job you will be required to provide proof of your identity and right to work. |

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| 1. **QUALIFICATIONS/TRAINING (Relevant to the role)** | | |
| Name | Qualifications obtained | Date obtained |
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| Please give details of any academic courses you are studying at the moment: | | |
| Please give details of current membership of any technical or professional bodies or offices held. State organisation, grade or membership, entry by examination or other, and date of entry. | | |

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| 1. **CURRENT & PREVIOUS EMPLOYMENT** It is important that all of your previous employment is listed here. Please continue on a separate sheet if you need to | | | | |
| **Dates**  **From -To** | **Name and Address of Employer** | **Job Title** | **Salary** | **Reason for Leaving** |
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| **Dates**  **From -To** | **Name and Address of Employer** | **Job Title** | **Salary** | **Reason for Leaving** |
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| 1. **BREAKS IN EMPLOYMENT** | | |
| Are there any periods since you left full time education when you were not employed?  **YES** **/ NO** If yes, please explain all breaks in your employment: | | |
| Have you ever been dismissed from any employment? **YES** **/ NO**  Further details may be requested at interview. | | |
| DRIVING | | |
| Do you have a full UK / EU driving licence? YES  / NO  Are you prepared to drive a Watford Mencap vehicle (i.e. different vehicles subject to assessment)? **YES  / NO**  Is your licence? Manual/Automatic  Just Automatic | | |
| Would you be prepared to use your own car for business purposes? YES  / NO | | |
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| 1. **ABOUT YOURSELF** | | |
| Do you know anyone that works for or on behalf of Watford Mencap, in any capacity?  **YES** **/ NO**  If yes, please give their full name (s): | | |
| DISABILITIES | | |
| Watford Mencap gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the job to be filled. If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview?  **Yes**  **/ No** Details | | |
| 1. **REFERENCES** | | |
| Please provide names of two referees from previous employment’, one of which must be your last manager. If you are unable to provide at least 2 employer references, please give details of 2 character referees who must have known you for at least two years. At least one referee should be a professional person. Please do not nominate close friends/family members as referees. We will take up references before confirming an offer of employment will contact all employers you have worked for in the last 2 years for a reference. | | |
| 1 | *Normally your most recent employer*  Name:  Profession/job title:    Relationship to you:    How long known to you?    Can we take references at any time?  **Yes  / No** | Address:      Postcode:  Daytime telephone number(s):    **Email Address:** |
| 2 | Name:  Profession/job title:    Relationship to you:    How long known to you?    Can we take references at any time?  **Yes  / No**  Is this reference a personal one?  **Yes  / No** | Address:      Postcode:  Daytime telephone number(s):    **Email Address:** |

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| 1. **DISCLOSURE PROCESS** |
| Watford Mencap supports Children, Young People and Adults and we will obtain clearance from the Disclosure and Barring Service (DBS) in all these areas before confirming an offer of employment with Watford Mencap. This clearance process will disclose any and all relevant convictions or cautions to us so that we may assess your suitability to work with vulnerable people. |
| 1. **CRIMINAL CONVICTIONS** |
| To apply for a job at Watford Mencap, you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. All posts also require the disclosure of all convictions, including those which are regarded as spent under provisions of the Rehabilitation of Offenders Act (Exceptions) 1975. You must therefore disclose all convictions you have had.  Any information given about convictions will be completely confidential and having a criminal conviction will not necessarily prevent you from working with us. Employment depends on the nature of the job and your offences.  **I have spent criminal convictions to declare. Yes**  **/ No**  **I have unspent criminal convictions to declare. Yes**  **/ No**  **Have you ever been cautioned or subject to a bind over order? Yes**  **/ No**  If you have ever had any criminal convictions please provide full details on a separate sheet of paper and place inside a separate sealed envelope with your application form.  Please mark this envelope for the attention of Human Resources only. |

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| 1. **DECLARATION** |
| The information you provide in this form and during our recruitment process will be used by Watford Mencap to evaluate your application for employment. It may also be used for statistical analysis. In the event of your employment the information will be retained and used for business purposes. Your contact details will also be held centrally and will be used to contact you regarding your availability to work  If your application is unsuccessful your data will be retained for a maximum of six months and will then be destroyed.  Please read the following declaration and sign below:  I declare that the information provided in the whole of this application form is true, accurate and complete and I consent to all personal and sensitive data about me being stored and used for business purposes by Watford Mencap.  I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.  **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **OR**  **If you have completed this form on your computer please tick this box to confirm you agree to the declaration**  Please send this completed application form by email to [recruitment@watfordmencap.org.uk](mailto:recruitment@watfordmencap.org.uk?subject=Emailed%20Application%20Form), along with the completed Equality & Diversity form (overleaf). |

PLEASE DON’T FORGET TO COMPLETE THE FOLLOWING

EQUALITY & DIVERSITY FORM

Equality & Diversity Monitoring Form

To ensure confidentiality and comply with Equal Opportunities, this page will be detached by Personnel, before your Application form is passed to the recruiting Manager

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| **EQUALITY & DIVERSITY** | | | |
| Watford Mencap is committed to ensuring equality of opportunity to all job applicants. All applications are valued and applicants will receive fair treatment regardless of sex, sexual orientation, disability, race, age, marital status, religion or religious belief, colour, ethnic or national origin and caring responsibilities. No applicant or employee shall be disadvantaged by selection or employment conditions and requirements which cannot be shown to be justified.  **The information you provide is confidential and will be used to monitor our Equality & Diversity Policy and it forms no part of the selection process.** | | | |
| Job applied for: | | | |
| Where did you hear about this job? | | | |
| Are you: Male / Female  Married  / Unmarried  I do not wish to disclose this | | | |
| What is your date of birth?       How old are you? | | | |
| What is your ethnic group?  Choose one section and then tick the appropriate box to indicate your cultural background. | | | |
| **White**  British  Irish  European  Australian  Any other white background    **Asian**  British  Indian  Pakistani  Bangladeshi  Any other Asian Background | | **Mixed**  White and Asian  White and Black Caribbean  White and Black African  Any other mixed background  **Black**  British  Caribbean  African  Any other black background | |
| **Other ethnic group**  Chinese  Any other Chinese background  I do not wish to disclose this | | | |
| **What is your religion?** | | | |
| Christian  Sikh  None | Hindu  Jewish  Other | | Muslim  Buddhist  I do not wish to disclose this |

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| **Please select the option which best describes your sexuality** | |
| Heterosexual  Gay  Gender reassignment | Bisexual  Lesbian  I do not wish to disclose this |
| **Equality Act 2010**  Disability – A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities.  If you tell us that you have a disability we can make reasonable adjustments for your interview and your workplace.  Do you consider yourself to have a disability? Yes / No  I do not wish to disclose this  Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply please mark other. | |
| Physical Impairment  Sensory Impairment  Mental Health Problem  Other | Learning Disability  Learning Difficulty (e.g. dyslexia)  Long Standing Illness |
| **To comply with Working Time Directive we require information regarding any caring responsibilities you have for a dependant person.**  I look after children under 16  I look after (carer for) a sick or disabled adult  I look after a sick or disabled child | |
| This form should be completed and returned with your application for the attention of Human Resources. by email to: [recruitment@watfordmencap.org.uk](mailto:recruitment@watfordmencap.org.uk) or by post at Watford Mencap, Old Town Hall, 105 High Street, Rickmansworth, Herts, WD3 1AN.  It will be retained by Human Resources.  This information will not be used by line managers who evaluate all application forms based on their merits to decide whether or not they would like to invite an applicant to an interview or other selection event. | |