

**North Staffs Mind**

##### Application for employment

### Please type or write in black ink

**Data Protection**

In accordance with our Privacy Statement, we take care to ensure all applicant data is appropriately and securely stored and handled. Any information supplied in connection with an application for employment will be kept securely for a period of six months and then will be destroyed.

Any information with regards to successful candidates who are subsequently employed by North Staffs Mind will be stored on Breathe HR and be handled in line with our Retention of Records Schedule.

If you have any further information about our approach to Data Protection, please see the Privacy Notice on our website or contact us via reception@nsmind.org.uk

**SECTION A:**

**Application for appointment of (please state job title):**

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PERSONAL DETAILS (IN BLOCK LETTERS)

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| --- |
| SURNAME: FORENAME: |

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| --- |
| ADDRESS:  CONTACT DETAILS  Home: Mobile: Work (inc Ext):  E-mail Address: |

**FOR COUNSELLING POSITIONS ONLY**

Are you accredited with the BACP? (Please circle) **YES NO**

If you answered no to the above question, would you be eligible to apply? **YES NO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Education and Training** | | | |
| Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. You may be required to provide proof of qualifications and training courses. | | | |
| **Qualification/Course** | | **School/College/University/**  **Examining Body/ Provider** | **Date of Qualification** | |
| **Start Date** | **End Date** |
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**CURRENT AND PREVIOUS EMPLOYMENT/VOLUNTARY POSITIONS**

# Present or most recent employer/organisation

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| --- | --- | --- | --- | --- |
| **Previous Employers and Voluntary positions** | | | | |
| Please include paid and unpaid work and explain any gaps in employment. | | | | |
| **Name and Address of employer** | **Job Title** | **Brief summary of responsibilities** | **Dates of employment** | |
| **Start Date** | **End Date** |
|  |  |  |  |  |

Present grade and salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice period (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_

# Previous employers/organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employers and Voluntary positions** | | | | |
| Please include paid and unpaid work and explain any gaps in employment. | | | | |
| **Name and Address of employer** | **Job Title** | **Brief summary of responsibilities** | **Dates of employment** | |
| **Start Date** | **End Date** |
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Continue on a separate sheet if necessary

# POST FOR WHICH APPLICATION IS MADE:

Please tell us how you meet each of the criteria listed on the person specification for this post. You can include information from both inside and outside paid work as transferable skills are taken into consideration. The information you provide will be the basis for shortlisting.

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# Continue on a separate sheet if necessary

Please remember to sign your form as indicated.

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by North Staffs Mind to be dismissed. I agree North Staffs Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct. I give North Staffs Mind my consent to using my personal data for personnel, management and monitoring purposes.

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| --- |
| Signature Date |