# A blue letters on a white background  Description automatically generated

|  |
| --- |
| Title of post applied for:   |
|  |
| Advertisement seen in:  |

|  |  |
| --- | --- |
| Surname or family name: | First or other names: |
| Address |  Home Tel:  |
|  Mobile no:  |
|  Work Tel: |
| E Mail address:  |
| Access to own car:  |
| Name and address of current or most recent employer: |
| Job Title: |
| Dates:  |
| Main duties: |
| If offered employment when could you start work? |
| Relevant training, qualifications or education, including dates: |
| Dates | Qualification | Grade | Location of Study |
| From: | To: |  |  |  |
|  |
| Previous appointments (voluntary and paid) and dates, the most recent first: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) |
|  |  |  |
| Dates | Employer (including address) | Job Title | Reason For Leaving |
| From: | To: |  |  |  |
| Personal StatementThe 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.  |
|  |
| Do you consider yourself to have a disability either as by defined in the DDA Act 1995\* or a physical or hidden disability that affects your day-to-day activities?  NO/YES If yes, please specify: |
| ReferencesPlease give the name and address of the persons to whom we 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. We require 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. |
| Name: Address: Tel. No: Occupation: In what capacity are you known to them?  | Name: Address: Tel. No:Occupation:In what capacity are you known to them? |
| References will only be requested for shortlisted candidates and for any potential successful candidate |
| Criminal OffencesAll convictions, including convictions which would otherwise be “spent” under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application. Cornwall Mind will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying you will be required to apply for a Enhanced Disclosure.Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your employment. Additional information will be made available to shortlisted candidates. Have you ever been convicted of a criminal offence? Yes/No If Yes, please give details on a separate page and enclose in a separate envelope\*Delete as necessary |
| All the information on this form is correct to the best of my belief.Signed:Note: This information will only be used for selection. Unsuccessful applications will be kept for 6 months after the interviews.Please return this application form to either by email to lorna@cornwallmind.org or by post to Cornwall Mind 2A Hamley Court,Dennison Road,Bodmin,Cornwall, PL31 2LLTelephone: 07885 994166 |

Cornwall Mind: Equal Opportunities Monitoring

We would be grateful if you could fill in this form, which should only take a few seconds. The information given is for recruitment monitoring purposes only and will not be seen by any recruitment panel.

Please put a tick in the boxes below which apply to you.

|  |  |  |
| --- | --- | --- |
| Q1. Are you | Male |  |
|  | Female |  |
|  |  |  |
| Q2. Are you | Under 18 |  |
|  | 18 - 25 |  |
|  | 26 – 45 |  |
|  | 46 – 65 |  |
|  | Over 65 |  |
|  |  |  |
| Q3. Are you Registered Disabled | Yes |  |
|  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Q4. Ethnic Origin:  | Are you: |  |  |
|  | White - | British |  |
|  | Irish |  |
|  | Any other White background (please specify) |  |
|  |  |  |
| Mixed - | White and Black Caribbean |  |
|  |  | White and Black African |  |
|  |  | White and Asian |  |
|  |  | Any other Mixed background (please specify) |  |
|  |  |  |  |
|  | Asian or Asian British - | Indian |  |
|  |  | Pakistani |  |
|  |  | Bangladeshi |  |
|  |  | Any other Asian background (please specify) |  |
|  |  |  |  |
|  | Black or Black British - | Caribbean |  |
|  | African |  |
|  | Any other Black background(please specify) |  |
|  |  |  |
|  | Chinese or other ethnic group - | Chinese |  |
|  |  | Any other (please specify) |  |