



Please note when completing the application form the minimum font size accepted is 10. Further guidance notes on how to complete this form are on the back cover

Application for Employment

→ **Post applied for** _____

→ **Ref number** _____

→ **Personal details**

 Last name _____

 First names _____

 Home address _____

 Mobile telephone number _____

 Home telephone number _____

 Work telephone number _____

 Email address _____

 Can we email all future correspondence? Yes No

 Can we contact you at work? Yes No

Applicants personal details, references and declaration, and diversity monitoring form (pages 1, 2, 7 and 8) will be separated from the rest of the application form before the application is assessed for the purposes of shortlisting

REFERENCES

Please provide details of two work referees – one should be your current or last employer. If you do not have a second work referee, the second referee may be a personal referee (but not a relative or friend) who can comment on your suitability for the job. Referees will only be contacted if you are successful at interview and prior to commencing employment with Community Links. Employment is offered subject to the receipt of satisfactory references.

Name

Name

Position

Position

Relationship to you

Relationship to you

Address

Address

Telephone number

Telephone number

Email address

Email address

DECLARATION

You will appreciate that Community Links being responsible for the provision of services to people with mental health problems must be particularly careful to enquire into the background of applicants for posts which involve contact with these vulnerable groups. This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exception order 1975) and require that you declare any convictions or cautions you may have with details and dates, even if they would otherwise be regarded as 'spent' under the Act. The successful applicant will be asked to apply (through Community Links) for an enhanced disclosure from the criminal records Bureau. Each applicant will be considered on their own merits and having a criminal record will not necessarily bar you from working with us.

Do you have any criminal convictions?

Yes No

If yes, please provide details and dates

Are you eligible to work in the UK?

Yes No

I declare that the information I have given in this application is accurate and true. I understand that providing misleading, false information or significant omission may be sufficient grounds for dismissal or for cancelling any offer of employment made.

As part of this application I give Community Links permission to collect, retain and process information about me such as age, gender, ethnic origin. This information will only be used to allow the organisation to monitor compliance with the law and best practice in terms of diversity and equal opportunities.

Signature

Date

CURRENT OR LAST EMPLOYER

Name and address of employer

Job title

Date of appointment, date of departure

Salary

Notice of period

Please give a brief description of your main duties and responsibilities

Reason for leaving

EDUCATION AND TRAINING

From	To	Subjects studied, qualification gained, training completed

please attach an extra sheet if necessary

PREVIOUS EMPLOYMENT / RELEVANT EXPERIENCE OF CARING OR SUPPORT FOR OTHERS, VOLUNTARY WORK ETC (please refer to guidance notes)

most recent first NOT INCLUDING CURRENT

From	To	Name of employer	Job title and main responsibilities or nature of relevant experience	Reason for leaving

Do you consider yourself to have a disability?

- Yes
 No

Please give details of any disability or health problem(s) that may be relevant to the position. Such information is requested so that any reasonable adjustments to the work involved may be considered.

PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION FOR THE POST

- The information you provide in this section will be used in assessing your application for this post. A decision about whether or not to interview you will largely be based upon this statement.
- Outline your reasons for applying for this post and also give your views on this area of work and client group.
- Refer carefully to the job description, consider the person specification and explain how you fulfil this. Include your personal qualities, skills, experience and achievements.

PLEASE CONTINUE OVERLEAF , BUT NOTE ANY EXTRA SHEETS INSERTED HERE WILL BE DISREGARDED

PERSONAL STATEMENT *(continued)*

DIVERSITY MONITORING FORM (CONFIDENTIAL)

Community Links recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of age, race, gender, disability, sexual orientation, religion or belief.

We therefore welcome applications from all sections of the community.

This section of the application will be detached and used for monitoring purposes. We ask you answer the questions below by ticking the appropriate boxes. If you do not wish to complete any part of the monitoring information, you do not have to do so.

1. Are you:

- Male Female
Is this the gender you were assigned at birth Yes No

2. Age Group

- Under 25 25-34 35-44 45-54 55-65 65+

3. Would you describe yourself as:

A White

- British
 Irish
Any other White Background, please write in

B Black or Black British

- Caribbean
 African
Any other Black background, please write in

C Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
Any other Asian background, please write in

D Dual Heritage

- White and Black Caribbean
 White and Black Indian
 White and Asian
Any other Mixed background, please write in

E Chinese or other ethnic group

- Chinese Any other, please write in

4. Have you ever experienced a mental health problem/emotional difficulties?

- Yes No

5. If so do you consider yourself to be covered by the Disability Discrimination Act (DDA) - The definition of the DDA defines a mental health or emotional problem is having or having had all four of the following:

- a mental health problem that is clinically recognised
- which has had an adverse effect on your ability to function day to day
- the effect is adverse and substantial
- the effect was for a minimum of 12 months. Yes No

6. Do you consider yourself to be a carer?

- Yes No

7. Where was the original source that you saw this position advertised. If it was the internet, please state specific site.



INFORMATION AND GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

- **The covering letter will tell you what should be in the pack. Please check you have all items.**
- **Do not include a CV if you do it will be disregarded and not taken into consideration.**
- **You need to demonstrate on your application form that you possess the essential criteria for the post as set out in the person specification. In addition demonstration of some or all of the desirable will also assist you greatly in your application.**
- **Check over the form when you have completed it. Ensure that you have answered every question and that you have signed it. Get someone else to read over it.**
- **Ensure that you have clearly stated the position applied for and reference number. Ensure that it is legible in particular with electronic submission.**
- **Please note closing date and time as any form that arrives after this deadline will not be considered. Our head office does not have a letterbox, so any hand delivered forms need to be during office hours.**
- **Please note when completing the application form the minimum font size accepted is 10.**
- **Finally, we wish you success in your application and thank you for your interest in community Links**

