

## APPLICATION FOR EMPLOYMENT

### Application Information – Part 2 of 3

#### Application Number:

#### EDUCATION AND TRAINING

Please give details of your education and experience, including subjects' taken and, where appropriate, short courses.

Please continue on a separate sheet if necessary

**CURRENT EMPLOYMENT**

**Present or most recent employer / organisation**

Name and address	Job title and brief details of responsibilities	From	To

Present salary

London Weighting (if applicable)

Reason for leaving

Notice required

Current full driving Licence                      Yes / No  
Details of current Endorsements

**Previous employers / organisations - Latest position first**

**Please include paid and relevant unpaid work**

Name and address	Job title and brief details of responsibilities	From	To

**Please give your reasons for applying for this position:**

Tell us how you think you meet the [criteria on the job description](#) for this position.

Please include details of any voluntary work.

**In the initial comparison of applicants for a job, the information supplied here plays a significant part and it is therefore important that you should complete this section.**

(Please continue on a separate sheet if necessary)

**Have you any experience of mental health services and / or the voluntary sector?**

**Yes / No**

If Yes please give details.

**Do you have any disability or health problems (including mental health) which would be helpful for us to know about, so we can provide equality of access ?Yes / No**

If Yes, please give details

**LEISURE**

Please give us an indication of your leisure / sports / interests / pursuits and any suggestions you have about how they could relate to this role

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

Are you prepared for West Essex Mind to carry out a DBS (Disclosure barring check) ? Yes / No

Signature

Date

## REFEREES

Please give the names, email and postal address of two referees, who should not be related to you and one of whom should be your present or most recent employer (where applicable) the second should be a previous employer or place of education. Referees will not be taken up until an offer of employment has been made.

<p><b>Present/Recent Employer reference</b></p> <p>Name_____</p> <p>Company_____</p> <p>_____</p> <p>_____</p> <p><b>Email</b></p> <p>_____</p> <p>Tel_____</p> <p>Position_____</p>	<p><b>Second reference</b></p> <p>Name_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Email</b></p> <p>_____</p> <p>Tel_____</p> <p>Occupation_____</p>
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As part of its equal opportunities policy, West Essex Mind wishes to ensure that it does not discriminate against ex-offenders. However, we recognise for example those working with vulnerable adults and children or with handling sums of money, involve matters where an ex-offender might be in a potentially vulnerable position. Consideration of the person's background therefore should be made. For this reason we ask you to complete the following section:

**Have you ever been convicted of a criminal offence?**

Please answer      **Yes** ☐      **No** ☐

If your answer was Yes, please give details of all dates and offences:

Nature of offence and sentence...

**NB.** Offences which would be deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared.