

**Application Form**

 Kenburgh House

28 Manor Row

Bradford,

BD1 4QU

tel: 01274 730815

Email: recruitment@mindinbradford.org.uk

Web site: www.mindinbradford.org.uk

**Post Applied for: Project Administrator**

### Office use:

### No:

Where did you see the advert for this post?

(if via the internet, please specify which website)

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| **Contact & personal details** |
| Please complete this sheet. It will be separated at the shortlisting stage to ensure complete anonymity of all applicants.  |
| **Surname: Forenames:****Address:****Postcode:****Telephone: Day: Evening:** **Mobile: Email address:****Do you have use of a car? Yes / No Do you hold a Current Driving licence? Yes / No****Are you registered with the DBS on-line system? Yes / No** |
| **REFERENCES** |
| Please give names and addresses of two referees - one of which must be your current employer, if applicable (indicate capacity in which you are known to them i.e. current employer, past employer) Referees should not be family members or personal friends. Referees are only contacted once an offer of employment has been made. |
| **Name: Job title:****Address:****Tel: Email:****Relationship to you:** |
| **Name: Job title:****Address:****Tel: Email:****Relationship to you:** |

**Signature.....................................................................Date............................**

### Post Applied for: ………………………………………………………

### Office use:

### No:

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| PRESENT OR MOST RECENT EMPLOYMENT |
|  **Name and address of present or last employer:****Tel. No. Can we contact you at work? Yes/No** |
| **Post Held:** | **Salary:** |
| **Date of appointment From: To:** **Period of notice required:**  |
| **Key responsibilities of the post:** |

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| WORK HISTORY |
| Please tell us about your work history, including any casual. part time or voluntary work. Do not leave any “gaps”, if you have spent time caring for dependants or travelling, please include this (this section can be expanded if required). Most recent first. |
| **From** | **To** | **Employer’s name, address and nature of business** | **Post held and brief description of duties** | **Reason for leaving** |
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|  | **EDUCATION, TRAINING AND QUALFICATIONS** |
| Please give details of school, college, university, professional and vocational qualifications including current studies  |
| **Name of secondary school, college, university or other training bodies** | Dates  | Title of course / subject | **Level** | **Result or Grade** |
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Apart from through employment, have you acquired any experience or skills which you consider relevant to this post? (e.g. through voluntary or spare time work).

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| **PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION FOR THE POST** |
| **This is a very important part of your application which will help us understand your motivation for applying for the role, your reasons for wanting to work at Mind in Bradford and assess your suitability for the role.**With reference to the Job Description and Person Specification, please use this section to show how your skills and experience are relevant to this post. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience.  |
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| ASYLUM AND IMMIGRATION ACT 1996 |

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?

Please delete as appropriate: **Yes / No**

NOTE: Before any contract of employment can be offered to anyone subject to immigration control we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended.

All successful applicants will also undergo a Right to Work in the UK check.

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| DISABILITY ADJUSTMENTS REQUIRED |

Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account when considering your application. Reasonable adjustments are things like sign language interpreters, altering the time of the interview, or making the interview room accessible for you. If you would like to discuss your disability requirements further, please contact us in confidence.

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| Do you require any reasonable adjustments? Please delete as appropriate **Yes / No** |
| If “Yes” please give details: |

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| DECLARATIONS |

1. Are you connected to a business which trades with Mind in Bradford YES/NO

 If yes, please name the business and your involvement in it

 **………………………………………………………………………………………………………**

2. Mind in Bradford is discharging a Social Service function and is covered by the Rehabilitation of Offenders Act 1974 [Exceptions Order 1975]. You are therefore obliged to disclose both current convictions and those which otherwise may be considered spent.

 Do you have any previous/current convictions? YES/NO

 If so please give details below

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| --- | --- | --- | --- |
| DATE | **NATURE OF SUMMONS/CHARGE** | **COURT** | **SENTENCE OR ORDER** |
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I understand that if I am offered a post the information submitted in this application will form the basis of my contract of employment with Mind in Bradford, and that if it is subsequently discovered that I have wilfully given false information, or withheld information, I will be liable to immediate dismissal.

Mind in Bradford is committed to safeguarding and promoting the welfare of Vulnerable Adults and all successful applicants will be asked to apply (through Mind in Bradford) for an enhanced disclosure from the Disclosure and Barring Service (DBS) update service. However, each application will be considered on its merits and having a criminal record will not necessarily bar you from working for Mind in Bradford. This will depend on the nature of the position applied for and the circumstances and background of your offence(s).

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

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| **Signed**  |  |
| **Date** |  |

**How to return this form:**

**By Email:** recruitment@mindinbradford.org.uk

**By Post:** You may return it via post to: Recruitment Team, Mind in Bradford, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU