

**Application Form**

Mind in Bradford   
Kenburgh House

28 Manor Row

Bradford, BD1 4QU

Phone: 01274 730815

### Office use:

### No:

Email: [recruitment@mindinbradford.org.uk](mailto:recruitment@mindinbradford.org.uk)

Website: [www.mindinbradford.org.uk](http://www.mindinbradford.org.uk)

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| Post applied for: Administrator | | | |
| Where did you see the advert for this post? | | | |
| Contact and personal details | | | |
| Please complete this sheet. It will be separated at the shortlisting stage to ensure complete anonymity of all applicants. | | | |
| Surname: | Forename/s: | | |
| Address:  Postcode: | | | |
| Daytime Phone: | Evening Phone: | | |
| Mobile: | Email: | | |
| Do you have use of a car? Yes / No | Do you hold a valid driving licence? Yes / No | | |
| Do you have a current DBS Certificate for child & adult workforce? Yes / No | | | |
| Are you registered with the DBS update service? Yes / No | | | |
| References | | | |
| Please give names and addresses of two work referees - one must be your current or most recent employer. Please indicate capacity in which you are known to them i.e. current or past employer. If you have not had two employers, references can also be taken from voluntary work or eductation e.g. tutors.  Referees cannot be family members or personal friends.  Referees are only contacted once an offer of employment has been made. | | | |
| Name: | | Job Title: | |
| Address: | | Phone: | |
| Email: | | Relationship to you: | |
| Name: | | Job Title: | |
| Address: | | Phone: | |
| Email: | | Relationship to you: | |
| Your Signature: | | | Date: |

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### No:

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| Post applied for: Administrator | | | | | | | | | | |
| 1. Present or more recent employment | | | | | | | | | | |
| Name of present or most recent employer: | | | | | | | | | | |
| Address: | | | | | | | | | | |
| Phone: | | | | | | Can we contact you at work? Yes / No | | | | |
| Post Held: | | | | | | Salary: | | | | |
| Date of appointment From: To: | | | | | | | | | | |
| If this is not your present employer, please state reason for leaving: | | | | | | | | | | |
| If this is your present employer, please state period of notice required: | | | | | | | | | | |
| Key responsibilities of the post: | | | | | | | | | | |
| 1. Work history | | | | | | | | | |
| * Please tell us about your work history, including casual. part time and voluntary work. * Do not leave any gaps - if you have had any gaps in employment (e.g. spent time caring for dependents, travelling) please include these and the reasons. * Please start with the most recent first. | | | | | | | | | |
| From | To | Employer name & address | | | Post held and brief description of duties | | | Reason for leaving | |
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| 1. Education, training and qualifications | | | | | | | | | |
| Please give details of school, college, university, professional and vocational qualifications including current studies | | | | | | | | | |
| Name of school, college, university or training body | | | Dates | Title of course / subject | | | Level | | Result or grade |
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| 1. Additional experience / skills | | | | | | | | | |
| Apart from through employment, have you acquired any experience or skills that are relevant to this post? (e.g. from caring responsibilities, travelling and other life experiences). | | | | | | | | | |
| 1. Personal statement to support your application | | | | | | | | | | |
| **Please Note:** This is a very important part of your application which will help us understand your motivation for applying for the role and 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, knowledge 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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| 1. 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  **PLEASE NOTE**: Under Section 8 of the Asylum and Immigration Act 1996 as amended, we are required to check and copy certain documents before a contract of employment can be offered to anyone subject to immigration control.  All successful applicants will also undergo a Right to Work in the UK check. | | | |
| 1. 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 on 01274 780315. | | | |
| Do you require any reasonable adjustments? Please delete as appropriate Yes / No  If yes, please give details: | | | |
| 1. 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 below: 2. Mind in Bradford is discharging a Social Service function and is covered by the Rehabilitation of Offenders Act 1974. You are therefore obliged to disclose both current convictions and those which otherwise may be considered spent.   Do you have any unspent conditional cautions or convictions under the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.?  Yes / No  Do you have any adult cautions (simple or conditional) or spent convictions that are not defined as protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes / No  If you have answered yes to either of the above, please give details below: | | | |
| 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 Children 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. The amendments to the Rehabilitation of Offenders Act 1974 Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, Mind in Bradford will not take them into account. 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.  Signed:  Date: | | | |

How to return this form:

By Email: [recruitment@mindinbradford.org.uk](mailto:recruitment@mindinbradford.org.uk)

By Post: Recruitment Team, Mind in Bradford, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU