**Job Application Form**

***Data Protection***

*We will keep the information you provide us with for recruitment purposes and nothing else. After 6 months of the post being filled, the information you have provided will be securely shredded.*

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| **Name of post you are applying for:** |

**Contact details:**

Name:

Address:

Postcode:

E-mail:

Telephone (daytime):

Telephone (evening):

BACP/UKCP Registration number/s:

**References:**

Please give the details of two people who can provide references for you. One of these should be a current or previous employer and one should be your current or most recent clinical supervisor. If this is inappropriate or not possible, please explain why and provide alternative reference(s).

**1. Name: 2. Name:**

**Address: Address:**

**Postcode: Postcode:**

**E-mail: E-mail:**

**Telephone: Telephone :**

**How do you know them? How do you know them?**

**Criminal offences and safeguarding children and vulnerable adults**

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974and is subject to a Disclosure and Barring Service (DBS) check. This means that you should provide information about all previous convictions, including those that are spent. Failure to disclose relevant information below could lead to Mankind withdrawing an offer of employment.

The information you provide here will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with Mankind. In making a decision, we will carefully consider any conviction’s relevance to the appointment.

**Have you at any time been convicted of a criminal offence? ​​​Yes / No**

**Have you been restricted from working with children or vulnerable adults? ​Yes / No**

If the answer to either or both of these questions is ‘yes’, please give details:

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**The above sheets will be detached before your application form is submitted to the short-listing panel**

**Employment experience:**

|  |  |
| --- | --- |
| **Name of current or most recent employer:** |  |
| **Date appointed:** |  |
| **Date of leaving:** |  |
| **Job title:** |  |
| **Main duties, responsibilities & achievements:** |  |
| **Reason for leaving:** |  |

**Please list other previous employment, including any relevant unpaid work, starting with the most recent. Please explain any gaps.**

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| --- | --- | --- | --- | --- |
| **Employer** | **Post held** | **From** | **To** | **Main duties** |
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**Education & qualifications:**

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| --- | --- | --- |
| **School/college/institution** | **Dates from & to** | **Course attended and/or qualification gained** |
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**Information in support of your application:**

Please refer to the job description and person specification provided and tell us how you meet each aspect of the person specification, providing examples where possible.

**The word limit for this section is 1500 words in total**

**\*Please answer all the numbered points in the person specification seperately.**

**CV’s will not be accepted.**

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| *Word limit – 1500 words* |

**Declaration:**

I confirm that all of the information I have provided on this form is correct to the best of my knowledge. I understand that, if I am appointed to this post and it is subsequently discovered that I have willfully or neglectfully given false information, I may be liable to instant dismissal. I can confirm I am eligible to work within the UK.

**Signature:**

**Date:**

**Return this application form via e-mail to admin@mkcharity.org**