**Job Application Form**

*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 destroyed.*

Please return this application form to admin@mkcharity.org

**Title of the role 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:**

**Address:**

**Postcode:**

**E-mail:**

**Telephone:**

**How do you know them?**

**2. Name:**

**Address:**

**Postcode:**

**E-mail:**

**Telephone:**

**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 1974 and 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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*Sheet 1, 2 and 3 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 if applicable:** |  |

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

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

| **School/college/institution** | **Dates** | **Course attended and/or qualification gained** |
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**Supporting Information**

*Please refer to the Person Specification provided with the Job Description and tell us how you meet all the numbered points in the person specification separately.*

*CV’s will not be accepted.*

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**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:**

Please return this application form to admin@mkcharity.org