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**Minstead Trust**

Minstead Lodge, Seaman’s Lane, Minstead, SO43 7FT
Tel: 023 8081 2297

Registered charity number 1053319

Company no: 03149116 / VAT no: 287 5996 22

**www.minsteadtrust.org.uk**

**info@minsteadtrust.org.uk**

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**Application for employment**

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| **Instructions*** Please fill in all **sections 1 to 14** as well as the **Recruitment Monitoring Form**.
* Please write in **black ink** so the form can be photocopied.
* Put your **name** and the **job title** at the top of any additional sheets you use.
* **Sign and date** the declaration at the back of this form and the Recruitment Monitoring Form.
* **Return to Minstead Trust, Minstead Lodge, Minstead, Nr Lyndhurst, SO43 7FT**

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation (GDPR). All records obtained in the recruitment process are seen by the relevant person/s involved in the recruitment of the post applied for. All application forms and their supporting documentation are held for 6 months after interview and subsequently destroyed, with the exception of the successful candidate. |
| **1. Post applied for** |  |
|  |

**2.** **Personal Details**

|  |  |  |
| --- | --- | --- |
| Title | Surname | First name(s) |
| Have you ever used any other names? Yes/No (if yes, please state)  | Home phone number |
| Work phone number |
| Date of birth | Mobile phone number |
| National Insurance Number:  | E-mail (personal or work – please specify) |
| Current address (in full) | Previous addresses (please provide your most recent addresses where you have lived in the last five years, use continuation sheet if necessary) |
| Do you hold a valid driving licence for use in the UK? Full / Provisional / Other (please specify) | Yes/No | Do you have any existing connections to Minstead Trust? If so, please give details |

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| --- |
| 3. Current or most recent employment |
|  |
| Name and address of employer |  | Job title |
|  |  |
|
| Current or last salary and grade |
|  |
|
| Weekly hours |
|  |
|
| Date started in post | Date of leaving (if relevant) |
|  |  |
|
| Notice required in current job | Reason for leaving |
|  |  |
|
| Brief description of duties |  |
|  |
|  |
| 4. Employment History |
|  |
| Please list all full or part time employment and voluntary work undertaken, since leaving full time education starting with the most recent. Please state month and year in all cases. |
| Employer’s name and address |  | Dates from/to (month/year) |  | Job title |  | Salary |  | Reason for leaving |
|  |  |  |  |  |  |  |  |  |
|  |
| 5. Breaks in employment history |
| **A continuous employment history is required from when you left full time education** |
| If you have had any breaks in employment, education or training since leaving school, please give dates and details of your activities during these times, for example unemployment, raising a family, study, voluntary work etc. Make sure all breaks are specified. |
| Dates from/to |  | Reason for break |
|  |  |
|  |

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| 6. Education and qualifications |
|  |
| Please list your qualifications since leaving secondary education starting with the most recent. If you are shortlisted for interview you will be asked to provide evidence of your qualifications. |
|  |
| Dates from/to |  | Educational establishment |  | Name of course/qualifications gained, grades and details of awarding bodies |
|  |  |  |  |  |

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| --- |
| **7. Job related training, for example short courses, personal development, special projects** |
| Date from/to |  | Organising body |  | Brief description of course content |
|  |
|  |   |  |  |  |
|  |
| 8. Membership of, or registration with, professional bodies |
|   |
| Name of professional body |  | Level/type of membership |  | Reg. number |  | Renew date |
|  |  |  |  |
|  |
| 9. Statement in support of application |
|  |
| It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification/job description. It is only information contained in this application which will decide whether you are short listed for interview.Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job, your outside interests and anything else you wish to say. |
|  |

Please continue on a separate sheet if necessary.

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| 10. References |
| Please supply the names and contact details of two people who we may contact for references. You will need to contact them to inform them that you are providing their name as a referee. **One of these must be your current or most recent employer**. If your current / most recent employment does / did not involve work with adults with learning difficulties, then your second referee should be from your employer with whom you most recently worked with learning difficulties (if appropriate). Neither referee should be a relative or someone known to you solely as a friend. The Trust reserves the right to take up references for all shortlisted candidates before interview and to take up references from any previous employer. Please indicate if this could be problematic. |
| **Reference one** |
| Title |  | Name |  |  |  |
|  | Phone |
| Organisation |  |  |
|  |  |
| Occupation |  |  |
| Address (in full) | Email address |
|  |  |
|  |
|  | How do they know you? |
| Postcode: |  |  |
|  |
| Reference two |
| Title |  | Name |  |  | Phone |
|  |
| Organisation |  |  |
|  |  |
| Occupation |  |  |
| Address (in full) | Email address |
|  |  |
|  | How do they know you? |
| Postcode: |  |  |
| I confirm that should I be successful in my application that references may be obtained at the point of offer

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. Criminal Record |
| An offer of employment is conditional upon the Trust receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the Trust considers to be satisfactory. The Trust applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the Trust which amount to regulated activity. It is unlawful for the Trust to employ anyone who is barred from working with children or vulnerable adults. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS. The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form)**. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Trust’s objective assessment procedure set out in the Trust’s recruitment, selection and disclosure policy and procedure. It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.** |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see 0).  | Yes | [ ]  | No | [ ]  |
| Is there any relevant court action pending against you? | Yes | [ ]  | No | [ ]  |
| If answering ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. |

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| 13. Arrangements for people with disabilities |
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| If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are. |
|  |
| Do you have a disability? |  | Yes |  | No |
| (For definition of disability please see the Recruitment Monitoring Form) |
|  |
| Are there any special facilities you would like us to provide to help you attend or participate in an |
| interview, or to perform this job? |  | Yes |  | No |
|  |
| If ‘yes’, please give details: |
|  |
|  |
| 14. Asylum and Immigration Act 1996 |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? |
|  |  | Yes |  | No |

|  |
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|  |
| 15. Declaration |
|  |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children's or Vulnerable Adults Barred List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body.
* I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal which may amount to a criminal offence.
* I consent to the Trust processing the information given on this form, including any 'sensitive' data, as may be necessary during the recruitment and selection process.
* I consent to the Trust making direct contact with the people specified as my referees to verify the reference.
* I confirm that, to the best of my knowledge, I am not disqualified from working with children or vulnerable adults.
 |
| Signature |  |  | Date |  |

Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at section 12.

|  |  |  |
| --- | --- | --- |
| For office use only |  |  |
|  | Shortlisted |  | Appointed |

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| **The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.****The information you provide will be handled and stored in accordance with the General Data Protection Regulation 2016 (GDPR)** The Minstead Trust is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.We shall be grateful if you will complete this form and return it with your completed Application Form but in a separate envelope. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes. It will be kept securely and not opened until the recruitment process is complete. Thank you for your assistance.When completing this form please tick the boxes which most closely relate to you. |
| Please fill in all sections in black ink |
|  |
| Post title |  |
|  |
| Post reference |  |  | Male |  | Female |  |  |
|  |
| Surname |  |  | Age  |  | Under 21 |
|  |
| First name(s) |  |  |  | 21 – 30 |  | 51 – 60 |
|  |
| Nationality |  |  |  | 31 - 40 |  | 60 - 64 |
|  |
|  |  | 41 - 50 |  | 65 or over |
|  |
| **Vacancy** | **Religion** |
| I heard about this vacancy through: | If you feel the choices below do not provide a suitable option, please write how you would describe your religion. |
|  |  | Internal bulletin |
|  |
|  |  | Job centre |  | Christian |  | Hindu |
|  |
|  |  | Local newspaper\* |  | Sikh |  | Buddhist |
|  |
|  |  | National newspaper\* |  | Judaism |  | None |
|  |
|  |  | Professional/trade journal\* |  | Muslim |  | Other\* |
|  |
|  |  | Other (please specify): |  |  |
|  |
|  |  |
| Web site:**Ethnic origin** |
| The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin. |
| **(a) White** | **(b) Mixed** |
|  | British |  | White and Black Caribbean |
|  |
|  | Irish |  | White and Black African |
|  |
|  | Any other white background |  | White and Asian |
|  |
|  |  | Any other mixed background |
|  |
| **(c) Asian or Asian British** | **(d) Black or black British** |
|  | Indian |  | Caribbean |
|  |
|  | Pakistani  |  | African |
|  |
|  | Bangladeshi |  | Any other black background |
|  |
|  | Any other Asian background | If you have ticked one of the **‘any other’** boxes,  |
|  |  | please describe your ethnic origin below. |
| **(e) Chinese or other ethnic group** |  |
|  | Chinese |
|  |
|  | Any Other |
|  |  |  |  |
| **Disability** |
| Do you have a disability? |  | Yes |  | No |
|  |  |  |  |
| Definition of DisabilityThe Equality Act defines a disability as a "physical or mental impairment" which "has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected.  |
| **Consent**For the purposes of compliance with the General Data Protection Regulation 2016, I hereby confirm that by completing this form I give my consent to Minstead Trust processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files. |
| Signature |  | Date |  |
|  |  |
|  |