

(Please continue on a separate sheet if necessary)

Dates		Schools, Colleges, Universities, Organisations Attended (inc. brief address)	Description of Course	Qualification Attained if any
From mm/yy	To mm/ yy			

EMPLOYMENT HISTORY - PLEASE LIST ALL STARTING WITH THE MOST RECENT EMPLOYER FIRST. PLEASE EXPLAIN ANY GAPS IN DATES of employment history

(Please continue on a separate sheet if necessary)

Dates		Name and address of Employer	Position held & Employment Duties Key Roles and Achievements	Salary	Reason for leaving
From	To				

Brent Mencap is committed to safeguarding children and vulnerable adults from abuse. An enhanced Disclosure and Barring Service Check will be required. This Disclosure will be obtained from the Disclosure and Barring Service before your appointment is confirmed. You will be required to disclose any criminal record(s) you have as part of the application process. Please note that Brent Mencap welcomes applications from applicants with a variety of backgrounds. Criminal records will be reviewed on an individual basis. A criminal record will not necessarily be a bar to obtaining a position with Brent Mencap.

Have you ever been arrested , cautioned or convicted of any criminal offence? Yes / No

If yes, please give details of date, place, nature of offence and any sentence passed:

Failure to declare convictions/cautions may result in cancellation of any job offer

APPLICANTS WITH DISABILITIES

Do you consider yourself to be a person with a disability? Yes / No

Please give brief details:

Please outline what assistance if any you need during the recruitment and selection process _____

Applicants with disabilities are guaranteed an interview if they show on their application form that they meet the essential criteria

MEDICAL DETAILS

Please give details of any relevant health condition which could affect your ability to do your job:
(Brent Mencap are committed to the Equality Act and would endeavour to make reasonable adjustment to the work place.)

How many days have you been absent from work due to illness in the last two years?

How many periods of sickness over 7 days have you had in each of the last 2 years and for what?

REFERENCES

Brent Mencap requires at least 2 satisfactory references to be able to appoint its workers. We require them from **all** employers in the last 3 years as well as a personal reference. If you have been in just one job, have not done paid work in the last 3 years or have gaps in your employment history we require a personal reference from the head of a training or education establishment, the manager of a voluntary group or other organisation which has known you for the last 3 years as well as another professional person who has known you continuously for the last 5 years. Please ensure your referees are happy to complete our forms and be contacted by phone if required.

To speed up the process we will seek references from all short listed candidates. Is that OK? Yes / No

Reference 1 Most recent employer	Reference 2 Other employer or education/ personal reference	Reference 3 Other employer or personal Reference
Name Organisation Name and address Phone Email	Name Organisation Name and address Phone Email	Name Organisation Name and address Phone Email
Please use these spaces for other referees if you have had more than 3 employers		

SUPPORTING STATEMENT

SELECTION CRITERIA

Please use the space below to give details of your skills, abilities, knowledge and experience from your education; employment, home responsibilities and personal life, which you think show how you meet the criteria for this job. Continue on another sheet if necessary. We have provided a job description and person specification with this form. This gives you information on the skills, experience and abilities we are looking for. You need to show how you meet all the requirements. CVs are not accepted. You may like to number your answers or use headings that relate to each point of the job description and person specification.

DECLARATION

The information given on this form is correct to the best of my knowledge and belief.
I understand that any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature _____ Date _____

Brent Mencap is an Equal Opportunities Employer. To help us monitor our performance, there is a questionnaire included with this form. You need not answer if you do not wish to. It will be removed from this application form before interview, as it is for recording purposes only.

Completed forms should be returned by midday on closing date on job description by email or by post. Applications received after the closing time will be disregarded.

Please send to Administrator, Brent Mencap, 379-381 High Road, Willesden, London, NW10 2JR or email completed application form to m.bakhashz@nhs.net

Brent Mencap Diversity Monitoring Questionnaire

We need to know this information so we can be sure we offer a fair service and employ a diverse workforce. Our Funders also ask us to give them information about the people we give services to or employ

Please tick the relevant boxes. It is confidential. If you don't want to give all or some of your details please tick the bottom box "prefer not to say"

I would describe my race or ethnic origin as

Asian Bangladeshi	
Asian Indian	
Asian Pakistani	
Asian British	
Asian Other (Please specify)	
Black African	
Black Caribbean	
Black British	
Black Other (Other Please Specify)	
Chinese	
Chinese British	
Chinese other	
Mixed - white and Asian	
Mixed – white and Black African	
Mixed - white and Black Caribbean	
Mixed Other (Please Specify)	
Other (Please Specify)	
White - British	
White – Irish	
White – Other (Please Specify)	
Prefer not to say	

Gender

Male	
Female	
Transgender	

Belief

Christian	
Muslim	
Jewish	
Buddhist	
Sikh	
Jain	
Hindu	
Baha'i	
Other (Please specify)	
No religion	
Prefer not to say	

Age Please tick box your age falls into

0-4	5-11	11-16	16-18	18-25	26-35	36-45	46-55	56-65	Over 65
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Do you consider yourself to have a disability	Yes		No	
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Sexual Orientation (Only answer if you are aged 16 or above)

Heterosexual	
Lesbian	
Gay	
Bisexual	
Prefer not to say	