**HEALTH ENGAGEMENT OFFICER APPLICATION FORM**

**Complete and return to the form to:** [hr@mindincroydon.org.uk](mailto:hr@bwwmind.org.uk)

Please complete using **BLACK INK or TYPESCRIPT**

|  |  |
| --- | --- |
| **Your Name:** |  |

**EDUCATION/FURTHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From** | **Dates**  **To** | **Name and address of school, college, polytechnic/university** | **Course taken/ Subject** | **Grade/**  **Result** |
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|  |  |  |  |  |

**TRAINING**

|  |
| --- |
| Details of any training or voluntary work undertaken relevant to this role: |
|  |

**PROFESSIONAL QUALIFICATIONS OR MEMBERSHIPS**

|  |
| --- |
| Please give details including dates obtained. On appointment, you must produce relevant certificates to confirm your current membership. |
|  |

**EMPLOYMENT HISTORY**

This should begin with your last employer. Please include any voluntary work as well*. Please explain any gaps in employment history in the ‘other information section’.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of**  **Current Employer (*if applicable)*** |  | | | |
| **Position Held** |  | | | |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Headline summary of duties** |  | | | |
| **Current Salary** |  | | | |
| **Notice period** |  | | | |
| **Reason For Leaving** |  | | | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of**  **Employer** |  | | | |
| **Position Held** |  | | | |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Headline summary of duties** |  | | | |
| **Reason For Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of**  **Employer** |  | | | |
| **Position Held** |  | | | |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Headline summary of duties** |  | | | |
| **Reason For Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of**  **Employer** |  | | | |
| **Position Held** |  | | | |
| **Dates of Employment** | **From:** |  | **To:** |  |
| **Headline summary of duties** |  | | | |
| **Reason For Leaving** |  | | | |

**PERSONAL STATEMENT**

Please indicate why you are applying for this role and indicate the relevant skills, knowledge and experience you have by addressing the points set out in the person specification. ***(Please limit your response to a maximum of 2 sides of A4)***

|  |
| --- |
|  |

**CONFIDENTIAL DETAILS**

(*Please note these will be detached from your application and will not be used to assess candidates.)*

**Do you consider yourself to have a disability?**

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

**Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.**

|  |
| --- |
|  |

**REHABILITATION OF OFFENDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Having a criminal record will not necessarily be a bar to obtaining a position or placement and Mind in Croydon will not unfairly discriminate against the subject of Disclosure of information on the basis of conviction or other details revealed. Please be advised that most roles at Mind in Croydon required a DBS check to be carried out.  Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please include cautions, convictions, reprimands and final warnings, or are you currently the subject of a police investigation? | | | | |
| **Yes** |  | **No** |  |
| If yes, please give details: | | | | |
|  | | | | |

**PROTECTION OF VULNERABLE ADULTS SCHEME - CARE STANDARDS ACT**

**Have you ever knowingly been the subject of any investigation or enquiry into an allegation of possible abuse of a child or vulnerable adult?**

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

**ELIGIBILITY TO WORK IN THE UK**

**Do you have evidence of your entitlement to live and work in the UK?**

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

**Do you have a visa to work in the UK?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |
| **If yes, what type?** | | | | |
|  | | | | |

**WORKING TIME REGULATIONS**

**If you are successful in this application will you continue to work for another employer?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |
| **If yes, how many hours a week?** | | | | |
|  | | | | |

**REFERENCES**

Please provide last **three years** of your employment/academic history we can contact. We will not normally take up references until after interview.

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Job title |  | |
| Address |  | |
| Telephone |  | |
| Email |  | |
| Relationship (employer, manager, friend) | |  |
| How long has this person known you? | |  |

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Job title |  | |
| Address |  | |
| Telephone |  | |
| Email |  | |
| Relationship (employer, manager, friend) | |  |
| How long has this person known you? | |  |

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Job title |  | |
| Address |  | |
| Telephone |  | |
| Email |  | |
| Relationship (employer, manager, friend) | |  |
| How long has this person known you? | |  |

**Disclosure and Barring Service (DBS) *previously the Criminal Records Bureau (CRB)***

Most roles at Mind in Croydon will require a DBS check to be carried out.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Have you had a recent DBS?** | | | **Yes** | |  | **No** | |  |
| **If yes, give details of:** | **Certificate Number** |  | | **Date (dd/mm/yy)** | | |  | |
| **Are you registered on the DBS update service?** | | | **Yes** | |  | **No** | |  |

**Your Details**

|  |  |
| --- | --- |
| Surname |  |
| First Name and Title |  |
| Home address |  |
| Home Telephone No. |  |
| Mobile Telephone No. |  |
| E-mail Address |  |
| Date of Birth |  |
| Nationality |  |
| National Insurance Number |  |

**DECLARATION**

I declare that the information that I have given in this application is correct to my best belief and knowledge. I consent to Mind in Croydon processing my personal and personal sensitive data given in this application to process this application and any subsequent employment with Mind in Croydon.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Please submit your completed application form via email to: [hr@mindincroydon.org.uk](mailto:hr@mindincroydon.org.uk)