



Job Ref:	
Date Received	
Application Number	
Closing Date	

## APPLICATION FORM

Midland Mencap is committed to Equal Opportunities in employment and we positively welcome your application irrespective of gender, race, disability, ethnic origin, culture, sexuality, marital status, religion and responsibility for dependants. The Equal Opportunities Policy exists to ensure that present and future employees are treated fairly.

**Please complete this form in black ink or type. The guidance notes attached should be used during completion of this form.**

Position applied for:	
Location:	

**Section 1: Personal Details**

Title:                      Mr        Mrs        Miss        Dr        Other \_\_\_\_\_  
 (Please circle)

Surname:			
Forename(s):			
Other names used since 18 years of age:			
Address:			
Post Code:			
Email:			
Home Tel No:		Contact Tel No: (if different from home)	
National Insurance No:		Date of Birth:	

**Other Information:**

Do you hold current documentation entitling you to work /volunteer within the UK? See legalities pg 6

Yes     No

Do you hold a current and full driving licence?  
 Where did you find out about this vacancy? (Please tick)

Yes     No

- Media (eg local newspaper)  
 Other \_\_\_\_\_

- Job Centre / Recruitment Agency  
 Word of mouth

Do you have a relative or family friend who is currently employed at Midland Mencap?     Yes     No  
 Please give their name below: \_\_\_\_\_

**NB:** Midland Mencap is exempt from the Rehabilitation of Offenders Act (1974) therefore allowing enquiries into the criminal background of successful applicants. Please list any unspent convictions, enquiries or pending prosecutions. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

It is a pre-requisite of your employment that you agree to us seeking an Enhanced Disclosure from the Disclosure and Barring Service (DBS previously known as CRB) which is sought at acceptance of an offer of employment. Criminal records will not necessarily prevent a successful application; but will be taken into account if considered relevant to the role. If you have nothing to declare, please write "nothing to declare" across the boxes below.

Do you have any criminal convictions, cautions, reprimands, warnings or pending prosecutions?

Yes                       No

(If yes, please state details below)

Date	Place	Offence	Sentence

**Section 2: Education (from age 11 years)**

Successful applicants may be required to provide proof of qualifications.

Dates	Full / Part time	School, College, University attended	Subject(s)	Grade/Qualification attained

**Training:**

Please list any relevant training or qualifications you have achieved.

Year	Organising Body	Course Title	Length of course

**Membership:**

Please indicate membership to any organisation appropriate to the position applied for.

Organisation Name	Type of Membership	Was entry gained through examination (if so, state final exam year)

**Section 3: Employment History**

**Current/Last Employment:**

Job Title:	
Employer Name: Address:	
Date Appointed:	
Date of Leaving:	
Reason for leaving:	
Basic Pay:	
Notice Period:	

Please give brief description of your duties and responsibilities:

**Previous Employment:**

Please include relevant voluntary work/career breaks/periods of unemployment. Start with the most recent including the past 20 years.

Dates of employment				Employer Name and Address	Job Title (please list duties)	Reason for Change
From		To				
Month	Year	Month	Year			

**Section 4: Relevant Skills, Abilities, Knowledge and Experience**

This section must be completed fully. Please include duties and responsibilities in current or previous employment and outline how these will meet those of the position you are applying for. Give your reasons for applying and offer details of other work experiences gained (voluntary/career breaks), relevant to this position. Use an additional A4 sheet if required, no more than 1 side.

## Section 5: References

Successful applicants will only be offered employment subject to receipt of 2 satisfactory references. If you do not wish an ex-employer to be contacted, please state which one and give your reasons why.

<b>Name of Referee: (most recent employer)</b>	
<b>Referee's position in company:</b>	
Company Name:	
Address:	
Telephone No:	
Email:	
Known to you in what capacity:	<input type="checkbox"/> Manager <input type="checkbox"/> Colleague <input type="checkbox"/> Other (please state below)

<b>Name of Referee:</b>	
<b>Referee's position in company:</b>	
Company Name:	
Address:	
Telephone No:	
Email:	
Known to you in what capacity:	<input type="checkbox"/> Manager <input type="checkbox"/> Colleague <input type="checkbox"/> Other (please state below)

I hereby declare that the information provided within this form is full and true to the best of my knowledge. I understand that if it is found that I have knowingly withheld information or that information is found to be inaccurate which relates to my position within the organisation, it may be sufficient cause for rejection (at application level) or potential for dismissal (if employed).

If unsuccessful, I give consent for Midland Mencap to hold my personal details on file for a period of six months from the date shown below with the understanding that it will be destroyed after this time. Should I accept any offer of employment, I understand that the details may be forwarded to the bodies responsible for registering and/or funding their services and will be retained even after employment has ceased. I understand that this information will be kept secure and confidential at all times to comply with the requirements of the Data Protection Act (1998).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please refer to the next page for legal requirements under the Immigration, Asylum and Nationality Act (2006).**

## **Immigration, Asylum and Nationality Act 2006**

Under section 8 of the Immigration, Asylum and Nationality Act (2006) we are required to ask for proof of identification from all potential employees to ensure that they have the right to work in the UK. If called for interview you **MUST** provide one of the following combinations:

Any one of the following documents stated in List 1 or combination of documents as stated in List 2.

### **LIST 1**

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national to a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### **LIST 2**

#### **1<sup>st</sup> combination:**

- **Essential** - A document giving your permanent National Insurance Number and name. This can be a P45, P60, National Insurance card, or a letter from a Government agency.

#### **Together with ONLY ONE of the following documents in List 2**

- A full birth certificate issued in the United Kingdom, which includes your name and the names of your parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that you are a British citizen OR
- A letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no time limit on your stay OR
- A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, **and** allows you to do the type of work we are offering OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that you can stay in the United Kingdom, **and** allows you to do the type of work we are offering.

#### **2<sup>nd</sup> combination:**

- **Essential** – A work permit or other approval to take employment that has been issued by Work Permits UK.

#### **Together with ONLY ONE of the following documents**

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question OR
- A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

It will be unacceptable to provide one document from List 1 and one document from List 2. Both documents provided must be from EITHER List 1 OR List 2 as stated. **NB: ALL DOCUMENTS MUST BE ORIGINALS**

**Midland Mencap makes offers of employment on condition that staff can provide appropriate documentation to demonstrate they are eligible to work within the UK.**

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