

(office use)

Reference Number:

Mental Health Foundation

Application for Employment

Please read the notes for guidance of applicants before completing the form. Please return your application form by email to vacancies@mentalhealth.org.uk or in an envelope marked Private and Confidential to:

David Mendez
Human Resources
Mental Health Foundation
Colechurch House
1 London Bridge Walk
London SE1 2SX

Post applied for	
Closing date	

Name	
Address	
e-mail address	
Tel no (home)	
Tel no (mobile)	
Tel no (work) if we may contact you there	

When would you be able to take up the post	
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**PLEASE NOTE CVs ARE NOT ACCEPTABLE
AND ALL SECTIONS SHOULD BE COMPLETED IN FULL**

Reference Number (office use)

EMPLOYMENT HISTORY (paid or voluntary)

Name and address of employer	From/ To	Position held & summary of duties	Final Salary £	Reason for leaving

Please continue on a separate page if required

EDUCATION (from age 11)

Secondary School/ College/University	From/To	Exams passed with dates and grade

ADDITIONAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL BODIES

Awarding body/ Institution	From/To	Qualifications	Date obtained

TRAINING

Please give details of any relevant training courses attended.

GENERAL EXPERIENCE

Please read the guidance notes carefully before completing this section.

Please continue on separate page if required

Please state why you are interested in this job, showing the relevance of your life experience, skills and personal qualities. If you have any particular training, experience or interests - eg

voluntary work, other languages - which you feel could be relevant please mention them.

Please add in additional sheets if you need to

ADDITIONAL INFORMATION

Please read the guidance notes carefully before completing this section.

REFERENCES

Please provide details of two people who can act as referees on your behalf. These should usually be your present or last employer and your penultimate employer. If this is not possible, for example because you have recently left full time education or have been unemployed for some time, you should provide the details of someone else who can comment on your suitability for the job. You should always state in what capacity they are known to you (e.g. employer for voluntary work, employer for vacation work, person of standing in the local community etc.). No reference will be taken up before an offer of employment has been made.

Name
Position
Address

Name
Position
Address

Telephone
Relationship

Telephone
Relationship

DECLARATION

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

Signed..... **Date**.....

Mental Health Foundation

Guidance Notes on completing the Application Form

Please read these guidance notes in full before completing the application form

Introduction

The application form is of central importance in the selection process as it is the only document we use, together with any information provided on a separate sheet, to decide whether or not to shortlist applicants for interview. It is essential therefore that you take time to read the questions and complete the form accurately and completely. Please note that this applies to both external and internal candidates.

- Read the person specification, job description, advertisement and any supporting information carefully and relate your skills, knowledge, experience, personal qualities and qualifications of the duties of the post as fully as possible.
- The person specification outlines the essential requirements applicants must meet in order to be selected for interview and subsequent appointment. It is of the utmost importance that in your application you address the essential and desirable criteria contained in the person specification providing evidence based on paid and/or voluntary work or other activities.
- All candidates are required to complete the Mental Health Foundation's application form in full. Please note that CVs are not acceptable.
- Please complete all sections of the form clearly in black ink or typescript as the forms will be photocopied.

If you have any problems completing your application form, please contact David Mendez on 020 7803 1134 who will be happy to assist. We can also make arrangements on request to meet any special needs you may have with regard to completing the form and/or attending for interview.

Employment history

Please ensure that you include all relevant experience that you have gained. This may include part-time work, voluntary and holiday work. Please state your last position first and complete this section in reverse chronological order.

Education

Starting with your secondary school/age 11 onwards you would include the names of all educational establishments where you have studied and list all the examinations taken along with the dates taken and the results. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be acceptable as equivalents.

Additional qualifications/membership of professional bodies

Please list full details of any vocational qualifications you have attained e.g. National Vocational Qualifications, City and Guilds and any professional qualifications you have gained e.g. DSS, CIM, CIPD along with the dates taken and the results. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be acceptable as equivalents.

Training courses attended

Please list details of any training courses and workshops you have attended that have relevance to the position for which you are applying.

General experience

Please use this section to tell us how you meet the requirements set out in the person specification. If you believe you have the necessary experience, skills, qualities, knowledge and qualifications, make sure you tell us here. This experience may have been gained through paid or voluntary work, home or community activities etc.

Give specific examples of how you meet the criteria in the person specification. You may use up to one additional sheet of A4 if required and this must be attached to the application form with your name clearly shown at the top.

Reasons for applying

Please explain why you have applied for the post and provide details of any information that supports this.

Additional information

Please use this space to describe both the least and the most interesting and rewarding work you have done and state why this is so in both instances. Please also briefly describe your main interests.

References

Please provide details of two people who can act as referees on your behalf. These should usually be your present or last employer and your penultimate employer. If this is not possible, for example because you have recently left full time education or have been unemployed for some time, you should provide the details of someone else who can comment on your suitability for the job. You should always state in what capacity they are known to you (e.g. employer for voluntary work, employer for vacation work, person of standing in the local community etc). No reference will be taken up before an offer of employment has been made.

Declaration

You must sign and date this form in order for your application to be considered.

Equal Opportunities Monitoring Form

Please ensure that you also complete and return the equal opportunities monitoring form. We have followed the Equal Opportunities Commission guidelines in the descriptions used for ethnic origin. However if you do not feel comfortable with any of these, please feel free to create your own description. The information on this form is **not** available to the selection panel and as soon as the information has been included anonymously on a global monitoring sheet for that vacancy, your individual form will be destroyed.

Mental Health Foundation

FOR INFORMATION

The Immigration and Asylum Act 1997

If offered the post you will be asked to confirm that you are able to provide evidence of your entitlement to work in the UK in accordance with the Asylum and Immigration Act 1997. We ask you to do this because it is an offence for us to employ a person who cannot provide such evidence. If you are successful in your application for this post you will be asked to provide such evidence in one of the following ways:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), which states your National Insurance number e.g. a P45, a payslip, a P60 or a National Insurance card. A temporary National Insurance number is not sufficient.
- A passport describing you as a British citizen or as having the right of abode in –or entitlement to re-admission to – the United Kingdom.
- A certificate of registration or naturalisation as a British citizen.
- A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
- A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the UK and is not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
- A United Kingdom residence permit issued to a national of a State, which is a party to the European Economic Agreement.
- A passport or other travel document endorsed to show that you have a current right of residence in the UK as the family member of a named national of a State which is a party to the European Economic Agreement and who is resident in the UK.
- A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
- A work permit or other approval to take employment issued by the Department for Education and Employment or, in Northern Ireland, by the Training and Employment Agency.
- A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

If you are uncertain about which document(s) to provide please contact David Mendez, on 0207 803 1134 who handles recruitment administration.

If you are successful in your application the Mental Health Foundation will retain a copy of the document(s) you have provided.