**A picture containing graphical user interface

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**Application Form**

Please return this form to an email address indicated on the vacancy advert, together with a completed Equal Opportunities Monitoring Form. Please note that all sections of this form should be completed as CVs will not be accepted.

**Completing Your Application Form**

Please ensure that all sections of the application form are completed as this will assist with the shortlisting process

**Employment History:** Please begin with your current or most recent job and work backwards covering all previous employers, the position held and a short description of key responsibilities

**Education, Qualifications and Training:** Insert your professional memberships and relevant academic qualifications

**Supporting Statement:** Read the job description and person specification carefully and use these as a basis when writing your supporting statement. You should indicate were you meet the criteria as outlined in the person specification and provide examples of where the criteria is met by detailing your relevant experience to date.

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| --- | --- |
| Position applied for: |  |
| Closing date: |  |
| Where did you see this post advertised: |  |

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| --- | --- | --- |
| Part A: Personal Information | | |
| Title: | Forename(s): | Surname: |
| Home address: | | Telephone:  Mobile:  Email: |

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| --- | --- | --- |
| Part B: Current or most recent Employment | | |
| Organisation name: |  | |
| Post title: |  | |
| Dates of employment | From: | To: |
| Nature of duties: |  | |
| Current annual salary: |  | |
| Reason for leaving: |  | |
| Notice period: |  | |

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| Part C: Employment History (please list previous employment in date order with most recent first) | | |
| Organisation name: |  | |
| Post title: |  | |
| Dates of employment | From: | To: |
| Nature of duties: |  | |
| Current annual salary: |  | |
| Reason for leaving: |  | |
| Notice period: |  | |
|  | | |
| Organisation name: |  | |
| Post title: |  | |
| Dates of employment | From: | To: |
| Nature of duties: |  | |
| Current annual salary: |  | |
| Reason for leaving: |  | |
| Notice period: |  | |
|  | | |
| Organisation name: |  | |
| Post title: |  | |
| Dates of employment | From: | To: |
| Nature of duties: |  | |
| Current annual salary: |  | |
| Reason for leaving: |  | |
| Notice period: |  | |
| Please use additional sheets if required | | |

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| Part D: Supporting Statement |
| In your supporting statement please follow the person specification criteria.Please keep your statement to a maximum of 2 sides in length. |
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| Part E: Education, Training, and Professional Memberships | | | |
| College / University | From | To | Courses and Results |
|  |  |  |  |
| Secondary Education | From | To | Examinations and Results |
|  |  |  |  |
| Professional qualifications and/or memberships with professional institutions, with dates and levels attained: | | | |
| Recent professional training or courses attended relevant to this post: | | | |

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| Part F: Work Permit Status |
| Do you need a work permit for employment in the United Kingdom? Yes □ No □  If yes, please specify which type of work permit and expiry date: |

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| Part G: Additional Information Rehabilitation of Offenders Act 1974 |
| Please note that the provisions of the Rehabilitation of Offenders Act 1974, as amended, apply. **During the current period of remote working due to the Covid-19 pandemic, please respond to the section below:** |
| Do you have any information that you need to declare ahead of the interview? Yes □ No □  If yes, please indicate via email to [vacancies@mentalhealth.org.uk](mailto:vacancies@mentalhealth.org.uk) (attention of HR Manager) |
| Please note that all posts at the Mental Health Foundation are subject to a Disclosure & Barring Service (DBS) check. |
| If offered this position will you also be working in a paid capacity elsewhere? Yes □ No □ |

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| Part H: Additional Information Disability - Equality Act 2010 / Disability Discrimination Act 1995 |
| The Foundation is a member of the Disability Confident Committed Scheme. Therefore all candidates who are disabled under the Equality Act 2010 / Disability Discrimination Act 1995 will be guaranteed to be short listed for interview if they meet the essential person specification criteria.  If this is relevant to you, please select yes: Yes □ No □ |

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| --- | --- |
| Part I: References | |
| Please give the name and current addresses of two referees (other than relatives or friends) with knowledge of you and your relevant work. One should be your current or most recent employer if possible. | |
| **Present or most recent employer** | |
| Name and title:  Position held:  Organisation name:  Telephone: | Address:  Postcode:  Email: |
| **Other referee** |  |
| Name and title:  Position held:  Organisation name:  Telephone: | Address:  Postcode:  Email: |
| Please note that we will contact your referees once an offer of employment has been accepted. | |

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| Part J: Declaration |
| You are required to sign the declaration below certifying that all information provided is accurate.  Providing incorrect information or deliberately concealing relevant facts may result in exclusion from the selection process or, where discovery is made after an appointment, in a disciplinary process.  I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.  Signature …………………………….…………….……………… Date …….………..…………………. |

Thank you for your application and interest in the work of the Mental Health Foundation.

**Privacy Notice - Mental Health Foundation (MHF) - Job Applicants**

The Mental Health Foundation (MHF) is the Data Controller. Our contact details are:

Email: [customerservices@mentalhealth.org.uk](mailto:customerservices@mentalhealth.org.uk) Phone: 020 7803 1100.

Mental Health Foundation, Studio 2, 197 Long Lane, London, SE1 4PD.

When you apply for a position with the MHF you send us an application form which includes your contact details, education and qualifications, job history, salary details, work permit status and personal statement.

This data is used for shortlisting purposes and our legal basis is out Legitimate Interest.

You may also provide rehabilitation of offender information if relevant.

We retain your data for six months after applications close. If you join the MHF we will retain your data for seven years after you leave us.

You will also send us an anonymised Equal Opportunities form which is used for statistical purposes only.

You have the qualified right to request:

Access to and porting of your data;

Rectification or erasure of your data;

Restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner’s Office [Make a complaint | ICO](https://ico.org.uk/make-a-complaint/)