

Application Form

Confidential

Job title	<input type="text"/>
Ref no.	<input type="text"/>
Location	<input type="text"/>

1. Personal Details

Title First name(s) Surname

Home Address

.....

.....

Home Telephone Work Telephone

Mobile Email

2. Education, Qualifications & Training

Date (from-to)	College or training provider	Qualification and grade obtained

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3. Employment History

Please list your work experience in date order, starting with the most recent.

Dates (from-to)	Name and Address of employer	Job title and level of responsibility	Reason for leaving
Current/final salary		Period of notice	

4. Suitability for the job

Please read the Guidance Notes before completing this section.

Describe how you meet each requirement listed in the Person Specification in the order listed. (No more than a maximum of 2 A4 sheets).

Make sure you explain how you relate your experience, skills, training and abilities to the Person Specification.

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5. Reference Details

Please give details of two referees. These should be your present and previous employers. Include school or college staff if you have no previous employment history. We reserve the right to take up references from any previous employer. References are normally taken up once a verbal offer is made.

Name	Name
Occupation	Occupation
Organisation	Organisation
Address	Address
Postcode	Postcode
Telephone	Telephone
E-mail	E-mail
In what capacity do you know the person?	In what capacity do you know the person?

6. Rehabilitation of Offenders Act / Convictions

St Mungo's actively promotes equality of opportunity and will not discriminate in its employment decisions against ex-offenders with criminal records.

A full copy of our 'Policy Statement on the Recruitment of Ex-Offenders' is available on our website, www.mungos.org or can be obtained from the HR Recruitment Department on 020 8762 5500.

- For posts involving access to vulnerable people (our clients), **spent and unspent convictions** must be disclosed on the form below.
- For all other posts, **only unspent convictions** must be disclosed.

If you are offered a post that involves access to vulnerable people, you will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau. The job offer and/or any subsequent contract of employment will be subject to St Mungo's being satisfied with the content of the disclosure.

Have you ever been convicted of a criminal offence? Yes No

If 'yes', please give details below

Dates	Conviction	Sentence (state whether spent or unspent)

If you want to add anything further, please continue on a separate sheet.

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7. General

Total number of days absent from work due to sickness in the last 12 months

Reasons for any extensive sickness (10 days & over)

Do you hold a current and clean full Driving Licence? Yes No

Are you required to have a work permit? Yes No

If 'yes', do you have one? Yes No

Are you connected to a business which trades with St Mungo's? Yes No

If 'yes', please state relationship and business name
.....
.....

Are you related to, or partner of, a St Mungo's committee member or employee? Yes No

If 'yes', please state the name(s), relationship and if an employee, their job title

Do you consider yourself to have a disability? Yes No

If 'yes', please state if there are any particular arrangements you would like us to make to assist you in the selection process or in employment if offered the job with St Mungo's.
.....
.....

8. Declaration

I confirm that the information on this form is true and correct. I am aware that providing misleading or false information may be cause for rejection or, if employed, dismissal.

I understand that the information given by me in this application will be processed in accordance with the Data Protection Act 1998 and used for employment and payroll purposes.

Signature **Date**