



Guidance notes on completing your Application Form

St Mungos is Disability Symbol accredited which means we have agreed with Jobcentre Plus that we will take action on these five commitments:

1. To interview all disabled applicants who meet the minimum criteria for a job vacancy, the minimum criteria is set out in the person specification for each role. We take particular care in drawing up job descriptions and person specifications to ensure that certain job requirements do not inadvertently exclude people with disabilities. Selection criteria is strictly related to the needs of the job
2. To ensure there is a mechanism in place to discuss with disabled employees what can be done to make sure they can develop and use their abilities. We offer interview technique and interview feedback to all candidates on request, this comprises not just interview technique, but also completing applications and showcasing their abilities.
3. To make every effort when employees become disabled to make sure they stay in employment. We work in partnership with our Occupational Health advisors to discuss reasonable adjustments for existing staff and potential new recruits.
4. To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work each year to review the five commitments and let employees know about progress and future plans. (for more information <http://www.jobcentreplus.gov.uk>. We have a disability focus group which highlights development needs and best practice, we also send everyone on Equality and Diversity training of which there are two streams one for all client facing staff and a more law / scenario based management training course.

Application Form Checklist

At St Mungo's, the Application Form plays an essential part in choosing the right person for a job. It is only the information contained in your application form that will decide whether or not you are short listed for an interview. The following will help you complete the form:

- Read through the Application Form so that you know exactly what information is required
- Think carefully about how you can evidence your skills, experience and abilities
- Please ensure that you cover all the criteria from the Person Specification in the order listed giving examples of how you match each of the criteria listed.

An example is:

1. Basic literacy/Numeracy
2. Basic IT skills
3. Assessment
4. Good understanding of project worker role and of similar service provision
5. Benefits

Under each Heading you should write a short statement of how your skills and abilities match these areas, if you do not follow these guidelines this may result in your application being rejected.

- Please note that a maximum of two sheets only for the person specification section (Suitability for the Job, section 4) may be submitted in support of your application
- Check that you have signed the declaration on page 4
- Make sure you know the closing date and return the form by 5pm on the closing date. It is your responsibility to ensure your application arrives before the closing date at the right address

Age of applicants

St Mungo's recognises the importance of employing an age diverse workforce which has real benefits for our organisation. We recognise that people of all ages have the potential to contribute positively to our business at every level.

What happens next?

Your completed application form will be used to decide whether or not you are selected for an interview. If you are short listed, you should hear within 28 days of the closing date.

Regrettably, due to the amount of applications we receive and our need, as a charity, to contain costs we will not write to you if you have not been short listed.

Thank you for your interest in working for St Mungo's.

Mr. Andrew Hyland

Recruitment Manager
St Mungo

EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM

St Mungo's strives to be an equal opportunities employer in all aspects of its work. In employment our policy is to provide employment regardless of race, age, ethnic origin, nationality, disability, sex, sexual orientation, religion or belief. To ensure that our policy is carried out, we monitor applications we receive for jobs to ensure that no group of applicants receive less favourable treatment than others. To assist us in monitoring the effectiveness of our policy, we would be grateful if you could provide details of your gender, ethnic origin, sexual orientation, religion or age. You are not under any obligation to disclose this information however it does enable us to review and improve our services.

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

Post applied for

Post Ref. No.

Where did you see this post advertised?

I am?

Male Female

Date of Birth

Ethnicity

White	British <input type="checkbox"/>	English <input type="checkbox"/>	European <input type="checkbox"/>	Irish <input type="checkbox"/>
	Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>	Other <input type="checkbox"/>	
Mixed	White & Asian <input type="checkbox"/>		White & Black African <input type="checkbox"/>	
	White & Black Caribbean <input type="checkbox"/>		Other Mixed Background <input type="checkbox"/>	
Asian or Asian British	Bangladeshi <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
Black or Black British	African <input type="checkbox"/>	Caribbean <input type="checkbox"/>		Other Black Background <input type="checkbox"/>
Chinese or other ethnic group	Chinese <input type="checkbox"/>		Other <input type="checkbox"/>	
Declined	Prefer not to say <input type="checkbox"/>			

Sexual Orientation

Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>	Bisexual <input type="checkbox"/>
Heterosexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Religion

I consider my religion or belief to be (please tick)

Baha’l <input type="checkbox"/>	Buddhism <input type="checkbox"/>	Christianity <input type="checkbox"/>	Catholic <input type="checkbox"/>	Hinduism <input type="checkbox"/>
Druidry <input type="checkbox"/>	Heathenism <input type="checkbox"/>	Islam <input type="checkbox"/>	Jainism <input type="checkbox"/>	Judaism <input type="checkbox"/>
Paganism <input type="checkbox"/>	Rastafarianism <input type="checkbox"/>	Scientology <input type="checkbox"/>	Sikhism <input type="checkbox"/>	Wicca <input type="checkbox"/>
Zoroastrianism <input type="checkbox"/>	Of no religion <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

Service User

Have you been / or are you a service user?			
Ex-Service User <input type="checkbox"/>	Current Service User <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Disability

Would you describe yourself as someone who has a physical or mental impairment which has a substantial and long-term adverse effect upon his or her ability to carry out normal day-to day activities?

Yes No

If yes please indicate below which would best describes your impairment.

Physical Impairment e.g. Mobility, Dexterity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sensory Impairment e.g. Visual, Auditory, Speech	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mental Health Con e.g. Depression, Schizophrenia, Dyslexia	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Learning / Cognitive Impairment e.g. Dyslexia	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Long-Standing Illness / Condition e.g. Cancer, HIV	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Applicants with a disability are encouraged to contact the Recruitment Department to let us know if there are any adjustments we can make to support you with the interview and, if successful, in the role.