

Mind in Salford   
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Salford   
M3 6FA

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**JOB APPLICATION FORM**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| WHAT POST ARE YOU APPLYING FOR? | SOURCE OF APPLICATION (e.g. Indeed, MIS website etc.) |
| SURNAME | FORENAME(S) |
| ADDRESS | CONTACT PHONE NUMBER |
| Driving Licence Do you hold a full clean driving license? (please circle) Y / N | |

**EDUCATION**

Please give details of your education since the age of 15. Begin with the most recent.

|  |  |  |
| --- | --- | --- |
| Name of college/school etc | Qualifications gained | Dates |
|  |  |  |

**Please list any other relevant courses / qualifications e.g. IT courses, Health and safety. Start with the most recent.**

|  |  |  |
| --- | --- | --- |
| Place and type of course | Qualifications gained | Dates |
|  |  |  |

**Employment history**

Please provide us with details of your employment record including paid and unpaid work. Start with your most recent employment.

|  |  |  |
| --- | --- | --- |
| EMPLOYER (name and address) | JOB TITLES AND DUTIES | DATES |
|  |  |  |

**Please use a separate sheet of you need more space**

**ABOUT YOU**

Please use this space to tell us why you think you are suitable for the post you are applying for e.g. personal qualities, skills, relevant experience etc.

Please address each point of the Personal Specification and Job Description:

|  |
| --- |
|  |

**MORE ABOUT YOU**

Please tell us about any voluntary organisations, committees, professional bodies etc that you are involved in.

|  |
| --- |
|  |

**REFERENCES**

Please provide us with details of two people (not relatives) who we could ask for a reference, after getting your permission.

|  |
| --- |
| Name:  Occupation:  Address:    Phone Number: |
| Name:  Occupation:  Address:    Phone Number: |

Should you be successful for an interview, please let us know any reasonable adjustments you require.

**CANDIDATE’S DECLARATION**

I confirm that to the best of my knowledge all the information given in my application is accurate and that I am in possession of all the certificates relating to the qualifications I claim to hold.

I understand that should any information given as part of this job application is later found to be false, or I deliberately withhold information relevant to my application, I am liable to be dismissed.

SIGNATURE OF APPLICANT……………………………………………

DATE…………………….

**Please email completed applications to** [**admin@mindinsalford.org.uk**](mailto:admin@mindinsalford.org.uk) **or post to address at the top of this form.**

