

## **Application form**

Please complete this form in black ink or black type. A Curriculum vitae will not be accepted.

Application number (Internal use only)

| Post applied for:          |                            | Vacancy no.                       |
|----------------------------|----------------------------|-----------------------------------|
| Location:                  |                            |                                   |
| Personal detai             | ls                         |                                   |
|                            | First name:                |                                   |
|                            | Last Name:                 |                                   |
|                            | Email:                     |                                   |
|                            | Primary Tel No:            |                                   |
| Hor                        | ne address Inc. post code: |                                   |
| Present or last            | post                       |                                   |
| Employer:                  |                            | Main duties and responsibilities: |
| Address:                   |                            |                                   |
|                            |                            |                                   |
|                            |                            |                                   |
|                            |                            |                                   |
|                            |                            |                                   |
| Position held:             |                            |                                   |
|                            |                            |                                   |
| Current salary:            |                            |                                   |
|                            |                            |                                   |
| Date started:              |                            |                                   |
| Data loft (if              |                            |                                   |
| Date left (if applicable): |                            |                                   |
| Reason for                 |                            |                                   |
| leaving:                   |                            |                                   |

| Previous posts | (most recent first) |            |          |                                   |
|----------------|---------------------|------------|----------|-----------------------------------|
| Employer:      |                     |            |          | Main duties and responsibilities: |
| Address:       |                     |            |          |                                   |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
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|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
| Position held: |                     |            |          |                                   |
|                |                     |            |          |                                   |
| Date started:  |                     |            |          |                                   |
|                |                     |            |          |                                   |
| Date left:     |                     |            |          |                                   |
| Employer:      |                     |            |          | Main duties and responsibilities: |
| Address:       |                     |            |          |                                   |
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|                |                     |            |          |                                   |
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|                |                     |            |          |                                   |
| Position held: |                     |            |          |                                   |
|                |                     |            |          |                                   |
| Date started:  |                     |            |          |                                   |
|                | L                   |            |          |                                   |
| Date left:     |                     |            |          |                                   |
|                | L                   |            |          |                                   |
| Other previous | s posts (please con | tinue on a | separate | sheet if necessary)               |
|                |                     | Date       | Date     |                                   |
| Employer       |                     | from       | to       | Job title                         |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |
|                |                     |            |          |                                   |

## Education, qualifications and training

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

| Qualification or course | Date      | Grade achieved   |
|-------------------------|-----------|------------------|
|                         | completed | (if applicable): |
|                         |           |                  |
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|                         |           |                  |

Complete on a separate page if necessary

## References

Please give the name and addresses of two referees. One must be your current or most recent employer, or tutor if you are a student or school leaver. Please note references from personal friends or relatives are not acceptable.

| Name         | Current or most recent employer | Name         |  |
|--------------|---------------------------------|--------------|--|
| Position     |                                 | Position     |  |
| Organisation |                                 | Organisation |  |
| Address      |                                 | Address      |  |
| Talambana    |                                 | Tolombono    |  |
| Telephone    |                                 | Telephone    |  |
| Email        |                                 | Email        |  |

May we contact this referee if you are shortlisted? Yes/ No May we contact this referee if you are shortlisted? Yes/ No

| Do you have any unspent criminal convictions? (If yes, please give brief details)   | Yes/ N  |
|---|---------|
|   |         |
| <b>Please note:</b> If the post for which you have applied is exempt from the provisions of to Offenders Act 1974, you will be required to complete a criminal records check (through and Barring Service in England and Wales, or AccessNI in Northern Ireland). |         |
| Are there any restrictions on your right to work in the UK?   | Yes/ No |
| If 'yes', please specify:   |         |
| Are you connected to a business which trades with DFMH?   | Yes/ No |
| If 'yes', please state relationship and business:   |         |
| Are you related to or a partner of a DFMH employee?  If 'yes', please state the name(s), relationship and if an employee, their job title:  | Yes/ No |
| How did you hear about this vacancy?  Please specify which job board / social media site / agency if applicable.  |         |
|   |         |
| How do your values align with DFMH? Please refer to the recruitment pack information.   |         |
|   |         |
|   |         |
| Detail your experience and knowledge of mental health services  |         |
|   |         |
|   |         |
| Please detail a work achievement you were proud of  |         |

**Additional information** 

| Personal st  | tatement  |  |  |
|--|---|--|--|
| Please expla<br>Please <u>refer</u><br>necessary.  | ain why you are applying for this post, stating to the job description and person specificati | g your relevant exp<br>on and continue o | perience and skills.<br>In a separate sheet if |
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| Declaration  |   |  |  |
| I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post. |   |  |  |
| I hereby explicitly consent to DFMH holding my personal details within a manual or electronic filing   |   |  |  |
| Signature  | lation to the Data Protection Act 1998.   | Date                                     |  |
|  |   |  |  |
|  |   |  |  |