

EMPLOYMENT APPLICATION FORM

The following information will be treated in the strictest confidence.

As it may be necessary to photocopy this form, kindly complete it in BLACK INK and BLOCK CAPITALS.

Please complete as much of this form as possible, even if you are enclosing a CV.

POSITION REFERENCE				APPLICANT REFERENCE:					
POSITIONS APPLIED FOR:				DATE OF APPLICATION:					
PERSONAL INFORMATION:									
TITLE:	Mr		Mrs		Ms		Miss		Other
SURNAME:									
FORENAME(S):									
DATE OF BIRTH:									
ADDRESS:									
NATIONALITY:									
NI NUMBER:									
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?									
CONTACT INFORMATION:									
HOME TELEPHONE:				WORK TELEPHONE:					
E-MAIL ADDRESS:				MOBILE NUMBER:					

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EMPLOYMENT INFORMATION (This includes paid and voluntary work)				
Please complete this section of the form OR attach a full CV.				
Present / Most Recent				
Name, Address and Business of Employer	Dates From	To	Job title and nature of work	Reason for leaving (If appropriate)

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<p>Basic Annual Salary Please give details of any Allowances / Bonuses</p>	
<p>What Is Your Notice Period?</p>	

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Please list in order, starting with the most recent, OR attach a full CV.

Previous employment Name, Address And Business of Employer	Dates From	To	Job Title and Nature of Work	Reason for leaving (If appropriate)

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EDUCATION			
Dates	Name and Address of School, College, University or Other Institution	Qualification	Grade

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REASONS FOR APPLYING AND YOUR THOUGHTS ON YOUR SUITABILITY FOR THIS ROLE

Empty response area for the applicant to provide reasons for applying and thoughts on suitability for the role.

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DISABILITY

Are you registered as disabled as defined by the Equality Act 2010?

REHABILITATION OF OFFENDERS ACT 1974

This role is subject to the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from being considered for this role, however, under the Act we must have details of any cautions, bind overs, pending prosecutions and spent or unspent convictions.

Do you have any criminal convictions?

If yes, please provide details:

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REFERENCES			
Please give details of two referees, whom we can approach, should you be short listed.			
Referee 1 Name and Title		Referee 2 Name and Title	
Contact Details		Contact Details	
In What Context Does the Referee Know You?		In What Context Does the Referee Know You?	

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May we take up references before interview?		May we take up references before interview?	
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DECLARATION
Are you related to any employee of Mindspace? If yes, please provide details:
Are you or have you been an employee of any partners or suppliers of Mindspace? If yes, please provide details:

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DECLARATION

I declare that, to the best of my knowledge, the information provided on this form is true and complete. I understand that any wilful mis-statement may render an offer or contract of employment invalid and may lead to the termination of employment.

In accordance with GDPR, the information provided on this form will be used in the recruitment and selection of this position and may be disclosed to relevant parties. It will form the basis of a confidential personnel record.

Signed.....

Date.....

Thank you for your interest in Mindspace, and for taking the time to apply for this position.

Please send your completed application to: Jillian@mindspacepk.com