



Basingstoke Mencap Services

APPLICATION FORM

Please complete all sections as fully as possible and return your application in an envelope marked 'private and confidential' to:

Sandra Joslin
Basingstoke Mencap
The IncuHive Space
Brunel House
Stephenson Road
Basingstoke
Hants
RG21 6XR

Tel: 07564907036

Position applied for
Where did you see this post advertised?
Surname/Family Name
Forenames
Address
Postcode.....
Telephone	Home
	Work
	Mobile
Email

Educational and Professional Qualifications

Secondary School	From - to	Please give a brief guide to examinations passed
College/University	From - to	Qualifications gained

General experience and further information

Please use this section to tell us how you meet the requirements set out in the job description and why this position is of interest to you.

Continue on a separate sheet if required

References

Please give the names and addresses of at least two referees to cover the previous five years, one of whom must be your current or most recent employer, tutor or employment advisor etc. A character reference will only be accepted from one referee.

References may be taken up for all short-listed candidates. If you do not wish us to contact your referees in advance of interview please tick the relevant box.

Name	Address	Position

May we contact? Yes [] No [] Tel: Fax:

Name	Address	Position

May we contact? Yes [] No [] Tel: Fax:

Name	Address	Position

May we contact? Yes [] No [] Tel: Fax:

Basingstoke Mencap Services

Right to work in the United Kingdom

Basingstoke Mencap has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK.

Are you eligible to live and work in the UK Yes [] No []

If you are made an offer of employment, this will be subject to us verifying that you are eligible to work in the UK before you start work.

National Insurance Number /...../...../...../.....

DBS

All positions involving contact with the Charity's service users will require an Enhanced check with the Disclosure & Barring Service. Possession of a criminal record will not necessarily prohibit an offer of employment, but you are asked to disclose on a separate sheet all previous convictions (including those deemed spent) under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 Schedule I Part II Paragraph 12.

Do you have a criminal conviction? Yes [] No []

If yes, please provide details separately in a sealed envelope. This will only be considered if you are selected for appointment.

Health Record

In the past twelve months, please state the number of day's absence from work due to sickness:

.....

DECLARATION

If it is discovered that any of the information in your application is false or if you have concealed any fact concerning your eligibility for the post, we will not proceed with your application. If you have already been appointed to the post when such a discovery is made, you may be liable to summary dismissal.

I declare that the information provided on this application form (and any attachments enclosed) is a true and accurate record.

Signature

Date

Please note that the information contained on this form will remain confidential. We may, from time to time, wish to process this information for administration and business management purposes. Where this is the case, processing, whether by electronic means or otherwise, will take place in accordance with the Data Protection Act 2018. By signing this form you will be providing your consent to these uses.

Basingstoke Mencap Services

Equal Opportunities Monitoring Form.

Completion of this form is not obligatory.
Information obtained is held separately from your application and is used for monitoring purposes only.

- | | | |
|---|--|---|
| <p>1. GENDER</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> | <p>2. MARITAL STATUS</p> <p><input type="checkbox"/> Single</p> <p><input type="checkbox"/> Married</p> | <p>3. DATE OF BIRTH</p> <p>.....</p> |
|---|--|---|

4. **DISABILITY**

Do you consider yourself to be disabled? **Yes []** **No []**

If yes, please give brief details:

.....

.....

.....

Do you have any needs that require special provision?

For interview arrangements	Yes []	No []
Ongoing support in the job	Yes []	No []

5. **ETHNIC ORIGIN**

These groupings are in line with the 2001 census. I describe my ethnic origin as:

- | | | |
|---|--|---|
| <p>ASIAN OR ASIAN BRITISH</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other</p> | <p>BLACK OR BLACK BRITISH</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other</p> | <p>CHINESE OR OTHER ETHNIC GROUP</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other</p> |
| <p>WHITE</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other</p> | <p>MIXED ETHNICITY</p> <p><input type="checkbox"/> Please specify</p> <p>.....</p> <p>.....</p> | <p>OTHER</p> <p><input type="checkbox"/> Please specify</p> <p>.....</p> <p>.....</p> |