

Application Form

Private and Confidential

Further to recent round of interviews for roles within the Norfolk Integrated Housing and Community Support Service, further vacancies have become available and you are therefore invited to complete this form in application for roles in which you may be interested.

As there is a full time and part-time role available, you are asked to stipulate which one you are interested in. If it is both, please indicate below but only one form is needed.

You may attach additional documents such as a CV, however these will not be accepted as a substitute for the application form itself. If there is not sufficient space for your answers on the form, please continue on a separate sheet.

Please complete and return this form to:

Ayshea Christian, People & Organisational Development Manager, Great Yarmouth & Waveney Mind, 28 – 31 Deneside, Great Yarmouth, Norfolk, NR30 3AX or email to ayshea.christian@gyumind.org.uk

Position applied for:	
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PERSONAL DETAILS

Title:		Surname:	
First Name(s):			

Current Address:

Telephone:			
Home:		Mobile:	
Email:			

Please state which posts you wish to apply for (Recovery Worker/Social Inclusion, full or part-time) and why. Please include the reasons why you think you would be suitable and the experience and abilities you have that fit the job description and person specification. This can include examples of professional or personal experience

EDUCATION/PROFESSIONAL QUALIFICATIONS

Please list any qualifications that you hold:		
School/College/University/ Organising Body	Qualification	Grade Achieved

TRAINING

Please give details of any relevant training you have done:		
Date	Course	Awarding Organisation

EMPLOYMENT HISTORY

Please give your employment history for the last ten years or since you left school if this was less than 10 years ago. Include your current/most recent employer and explain any gaps in employment:

Name and Address of Employer	Position Held	Dates of Employment	Reason for Leaving

VOLUNTARY WORK/OTHER COMMUNITY INVOLVEMENT

Please list any relevant voluntary work or involvement with community organisations:

Organisation	Position Held	Details of Duties

ADDITIONAL INFORMATION *(Please circle the appropriate answer)*

Are you related to any trustee/current employee / service user? (If the answer is yes please give details):	Yes / No

Do you have a personal or social relationship with any trustee / employee / service user? (If the answer is yes please give details):	Yes / No

Do you hold a current driving licence?	Yes / No
If yes, are there any offences against the licence? (If the answer is yes please give details)	Yes / No

Do you have a car you can use for work?	Yes / No
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<p>Under the Rehabilitation of Offenders Act 1974, all criminal convictions must be disclosed. Failure to do so will result in immediate termination of employment. Please specify any convictions.</p> <p><i>If you are applying for a job working directly with people accessing our services you should also disclose any spent convictions or cautions, reprimands or final warnings given to you by the police or any other information that may have a bearing on your suitability for this post.</i></p> <p>If you have no convictions, please write 'NO CONVICTION' below:</p>

DECLARATION

To the best of my knowledge, the information I have given is correct. I understand that my application will be disqualified or, after appointment, disciplinary action taken, if I have knowingly given false information. I consent to this information being checked by Great Yarmouth & Waveney Mind and for it to be used during the recruitment process. I understand that, in the event of a successful application, if I am working directly with people accessing our services an Enhanced Disclosure will be sought from the Disclosure & Barring Service.

Signed:		Date:	
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