Application Form

**The application data on this sheet will be removed, which means the selection panel will not have sight of your personal details given to us by you.**

READ CAREFULLY AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

PLEASE EMAIL COMPLETED FORM TO:

Position Applied for:

Where did you see this role advertised?

**PERSONAL DETAILS**

|  |
| --- |
| Surname:  Forenames:  What name do you prefer to be known by?  NI number: |

|  |
| --- |
| Home address:  Post code:  Home number:  Mobile number:  Email:  Do you hold a valid UK driving license? Yes / No |

**EDUCATIONAL QUALIFCATIONS**

Please list all qualifications, starting with the most recent. Note you will be asked for certificates if offered the position.

|  |  |
| --- | --- |
| Qualification (including subject) | School / College / University |
|  |  |

**PROFESSIONAL / VOCATIONAL QUALIFATIONS**

Please use this section to provide details of any relevant training and development you have received including professional or vocational qualifications.

|  |
| --- |
| Name of professional body |
|  |

**PERSONAL DEVELOPMENT**

Please detail any courses attended or other specialised training or knowledge you feel are relevant to this job.

|  |  |
| --- | --- |
| Course | Core topics covered |
|  |  |

**EMPLOYMENT HISTORY**

**PLEASE START WTH CURRENT / MOST RECENT EMPLOYMENT**

Job title:

Employer name:

Address:

Dates of employment:

Reasons for leaving:

Notice period:

Current salary:

Achievements:

**PREVIOUS EMPLOYMENT**

**Please include periods of voluntary work.**

Job title:

Employer name:

Address:

Dates of employment:

Reasons for leaving:

Salary on leaving:

Achievements:

**EMPLOYMENT HISTORY CONTINUED (IF RELEVANT)**

Job title:

Employer name:

Address:

Dates of employment:

Reasons for leaving:

Salary on leaving:

Achievements:

Job title:

Address:

Dates employment:

Reasons for leaving:

Salary on leaving:

Achievements:

Job title:

Address:

Dates employment:

Reasons for leaving:

Salary on leaving:

Achievements:

**PERSONAL STATEMENT**

Please tell us about your interest in the role and the company, your relevant experience and skills and how you demonstrated them in the past.

|  |
| --- |
|  |

**REFERENCES**

Please note the names, company names and addresses of two persons from whom we may obtain both work and character references.

|  |  |
| --- | --- |
| **REFERENCE 1:**  Name:  Address:  Telephone number:  Email:  May we contact this employer:  **REFERENCE 2:**  Name:  Address:  Telephone number:  Email:  May we contact this employer: | Job title:  Yes / No:  Job title:    Yes / No: |

**RIGHT TO WORK IN THE UK**

|  |
| --- |
| Do you have the right to work in the UK? If yes, we will need to see proof of your passport and/ or driving license Yes / No |

**REHABILITATION OF OFFENDERS**

|  |
| --- |
| Have you ever been convicted of a criminal offence? Yes / No  This post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Both spent and unspent convictions MUST be declared.  Can we check this information with the Disclosure and Barring Service? Yes / No  **Signature: Date:** |

**GENERAL INFORMATION**

|  |
| --- |
| Are you related to a member or employee of Mosaic clubhouse? Yes / No    If yes, please give details: |

**DECLARATION**

|  |
| --- |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to terminate any employment offered. I understand any offer of employment is subject to satisfaction of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period, and medical report in line with the operation of the Equality Act 2010.  All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you in this form, by referees you have noted and the educational institutions with whom we may undertake to verify your qualifications for recruitment purposes only. We will treat all personal information with the upmost confidentiality in line with the current data protection legislation.  **Signature: Date:** |

**Mosaic Clubhouse is committed to creating an inclusive environment that promotes equality of opportunity for everyone in its community. Mosaic Clubhouse values the diversity of it staff and members and recognises that this is both a strength and a defining features of Mosaic Clubhouse in global context.**

**Equality, diversity and inclusion are cornerstones of Mosaic Clubhouse vision. The key guiding principle is to create an inclusive environment where all members of Mosaic Clubhouse community are valued and able to succeed. This policy applies to all our staff, volunteers and our affiliated members.**