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| **CONFIDENTIAL APPLICATION FOR EMPLOYMENT** | **oasis-talk-logo-colour** |

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* ***Please read the information sheet that supports this document.***
* ***Please type or print clearly.***
* ***All sections must be completed***
* ***C.Vs will not be accepted.***

**General information**

|  |  |
| --- | --- |
| **Post applied for** |  |
| **Where did hear about this post?** |  |

|  |  |
| --- | --- |
| **Full Name** |  |
| **Full postal address** |  |
| **Tel (home)** | **Tel (work)** | **Tel (mobile)** |
| **Email** |  |
| **Date of Birth** |  |

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| --- | --- |
| **Do you hold a current driving licence?** |  |
| **ID Number** **(office use only)** |  |

**Right to work in the Uk**

|  |  |
| --- | --- |
| **Do you require a permit to work in the UK?** |  |

 **References.**

**Please give the names of two referees whom we will contact if you are successful. One of these MUST be your current or most recent employer. (We are likely to email your referees to request a reference.)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Position held and relationship** |  |
| **Email** |  |
| **Telephone number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Position held and relationship** |  |
| **Email** |  |
| **Telephone number** |  |

**EDUCATION**

**Please include any education, full or part time,**

**Please complete schools and colleges attended from the age of 11 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of college/school/university** | **Qualifications & grade obtained** |
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**Please list any additional qualifications.**

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| --- | --- | --- | --- |
| **From** | **To** | **Name of awarding body** | **Qualifications & grade obtained** |
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**Please list any professional development relevant to this post**

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| --- | --- | --- | --- |
| **Date** | **Number of hours** | **Title of CPD** | **Qualifications & grade if applicable** |
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**Current and previous employment.**

**Please give details of your most recent employment first. Please include any work, full or part time, paid or unpaid.**

**Current or most recent employer.**

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title** |  |
| **From/To** |  |
| **Present Salary** |  |

|  |  |
| --- | --- |
| **Reason** **for leaving** |  |

|  |  |
| --- | --- |
| **Brief outline of duties** |  |

**Past employment**

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title/duties** |  |
| **From/To** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title/duties** |  |
| **From/To** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title/duties** |  |
| **From/To** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title/duties** |  |
| **From/To** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address**  |  |
| **Job title/duties** |  |
| **From/To** |  |
| **Reason for leaving** |  |

**Please list membership of any professional body and accreditation with registration number.**

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of organisation** | **Registration number** |
|  |  |  |
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**Please tell us why you would like to work with Oasis-Talk in delivering Primary Mental Health services.**

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**Statement.**

**Please use this page to tell us your personal attributes and experience.**

**Please address the essential and desirable requirements listed in the job description.**

**We would like to know of any areas of particular interest and expertise that you have.**

**Please tell us the strengths and skills you would bring to this post.**

**Please continue on the second sheet if necessary.**

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**Continuation sheet**

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| **ID NUMBER (office use only)** |  |

**Criminal Disclosure**

**As the nature of Oasis-Talk’s work is with vulnerable adults, all successful applicants will be required to complete an enhanced disclosure which is carried out on the Criminal Records Bureau data base (D.B.S.)**

**Declaration**

**By signing this document you are declaring that the details in the application are true and can be verified.**

**By signing you are agreeing that any enquiries may be made or documentation requested to substantiate the statements made by you.**

**Please be aware that failure to give complete and accurate information may result in loss of future employment or withdrawal of a job offer.**

**If you are emailing this application form to us, then in the absence of a signature, you should be aware that the emailing of your application constitutes your personal certification that the details in the application are correct.**

**Signature**

**Date**

**Equal Opportunities Monitoring Form**

**Oasis Talk is committed to pursuing a non-discriminatory recruitment policy. In accordance with our policy on equal opportunities in employment, we will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.**

**In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.**

**All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth** |  |

**Ethnic Origin**

|  |  |
| --- | --- |
| **White/British** |  |
| **White/Irish** |  |
| **White/Other** |  |
| **Dual Heritage** |  |
| **Gypsy/Romany/Irish Traveller** |  |
| **Asian/Indian** |  |
| **Asian/Pakistani** |  |
| **Asian/Bangladeshi** |  |
| **Asian/Other** |  |
| **Black or Black British / Caribbean** |  |
| **Black or Black British / African** |  |
| **Black or Black British / Other** |  |
| **Chinese** |  |
| **Other ethnic group** |  |
| **Prefer not to say** |  |

**Gender**

|  |  |
| --- | --- |
| **Male**  |  |
| **Female** |  |
| **Transgender** |  |
| **Prefer not to say** |  |

**Sexuality**

|  |  |
| --- | --- |
| **Gay/Lesbian** |  |
| **Heterosexual** |  |
| **Bisexual** |  |
| **Prefer not to say** |  |

**Disability – do you consider yourself to be disabled?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**This information is used only for monitoring purposes. If you consider yourself to need any reasonable adjustments to be made to support you in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager.**