



All information will be treated as Strictly Confidential in accordance with Suffolk Mind's Confidentiality Policy and the Data Protection Act 2018. Our Privacy Policy can be found on our web-site.

Please complete all parts of the form and attach when applying for your job role.

If you have any queries or want to send direct please contact hrteam@suffolkmind.org.uk

POSITION APPLIED FOR		
PERSONAL DETAILS		
Title:	Forename:	Surname:
Address including Post Code:		
Tel. Home:		Tel. Work:
Mobile:		Email:
Please specify how you wish to be contacted:		



Suffolk Mind, Registered Office: 26 High Road West, Felixstowe, IP11 9JB Tel: 0300 111 6000
Suffolk Mind is a Registered Charity No. 1003061 and a Company Limited by Guarantee No. 2611510

PERSONAL DETAILS CONTINUED

The job you are applying for is exempt from the provision of 2.4 (2) of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Suffolk Mind will require successful applicants to apply to the Disclosure & Barring Service for a disclosure check. Therefore you **must always declare** any conviction for criminal offences. Failure to disclose such information could result in offer of appointment being withdrawn, dismissal or disciplinary action if you are appointed.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes [] No []**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes [] No []**

NOTE: Applicants with convictions should provide details and send them separately marked CONFIDENTIAL. Convictions will only be considered if an appointment is offered and if particularly relevant to the post applied for.

Is there anything in your past that could damage Suffolk Mind's reputation or affect your ability to perform this work should it become public? **Yes [] No []**

If so please provide details. Failure to disclose such information could result in offer of appointment being withdrawn, dismissal or disciplinary action if you are appointed.

REFERENCES

Any offer of employment will be subject to the receipt of satisfactory references.

Please give the names, addresses and telephone numbers of two referees; these should both be employer references or someone of professional standing.

(a) Present, or most recent employer

Name of HR Contact:

Company Name:

Email:

Notice Period:

Please state reason for leaving current position.

(b) Second employer referee

Name of HR Contact:

Company Name:

Email:

EMPLOYMENT HISTORY

CURRENT OR LAST EMPLOYMENT Please include paid or unpaid work.

Name & Address of Employer

From

To

Job Title & Brief Description of Duties

PREVIOUS EMPLOYMENT HISTORY Please start with most recent including paid, unpaid and or voluntary work, detailing any breaks in employment.

Name & Address of Employer	From	To	Job Title & Brief Description of Duties

QUALIFICATIONS AND TRAINING

Please provide details of qualifications achieved.





Proof of professional qualifications will be required before an appointment is confirmed.

Qualification	Grade	Year	Place of study

Current Studies (If applicable)

Courses Attended

Course Name	Date	Training Provider

REGISTRATION WITH PROFESSIONAL BODY (Please provide details if applicable)



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POST FOR WHICH APPLICATION IS MADE

In short listing candidates we pay considerable attention to the information you provide below. You are asked to show how your skills, experience and or qualifications which enable you to meet the criteria detailed in the Job Description and Person Specification for the post. Please read these carefully and provide evidence of how you can meet the criteria.

Please note: We do not consider that a CV meets this requirement.



DECLARATION:

To the best of my knowledge, the information I have provided in my application is accurate and correct.

Signed:

Name: **Dated:**



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