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

If you need this information in a different format to support your accessibility needs, please contact us on 0300 111 6000 or email recruitment@suffolkmind.org.uk and we'll be happy to help.

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

Please note that we are unable to offer sponsorship for this role.

POSITION APPLIED FOR		
PERSONAL DETAILS		
Title:	Forename:	Surname:
Full address:		
Contact telephone no:	Email:	
Please specify how you wish to be contacted: ☐Phone ☐Email		

SUITABILITY FOR THE ROLE

Please read the job description and person specification for this post carefully.

In the section below, explain how your skills, experience and/or qualifications meet the listed criteria.
You may provide examples from paid work, voluntary roles or relevant life experiences.

Please note:
When shortlisting candidates, we pay considerable attention to the information you provide below. We do not consider that a CV meets this requirement.

EMPLOYMENT HISTORY			
CURRENT OR LAST EMPLOYMENT Please include paid or unpaid work.			
Name of Employer	From	To	Job Title & Brief Description of Duties
Current Notice Period:			
Reason for leaving position:			

MINDFUL EMPLOYER
Registered with FUNDRAISING REGULATOR
INVESTORS IN PEOPLE™ We invest in people Standard
mind for better mental health

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

Name 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

REFERENCES

Any offer of employment that is accepted will be subject to the receipt of two satisfactory references.

CRIMINAL RECORD DECLARATION & DISCLOSURE AND BARRING CHECK (DBS)

If you are invited to interview you will be sent a "Criminal Record Declaration Form" prior that will need completing and returning to hrteam@suffolkmind.org.uk. Please note, suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Any offer of employment accepted will be subject to a DBS check.

DECLARATION:

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

Signed: .....

Name: ..... **Dated:** .....

Suffolk Mind is committed to safeguarding and promoting the welfare of all children, young people, and adults at risk who have contact with our services and personnel. We expect all staff and volunteers to share this commitment. Background and DBS checks will be required for relevant posts as part of our Safer Recruitment procedures.

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 website.