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| **Applicant Initials:** |  |
| **Post Applied For:** |  |
| **Post Reference Number:** |  |

**Using this form**

All fields on this form are to be completed and sent to the Oxfordshire Mind Recruitment Team at recruitment@oxfordshiremind.org.uk, quoting the Job Title, Reference Number and your name in the subject. Where a table does not have enough fields, please add additional rows.

**Data Protection**

In accordance with Oxfordshire Mind’s Data Privacy Notice (which can be viewed on the webpage for the role you are applying for), we take care to ensure that all applicant data is appropriately and securely stored and handled. The information on this sheet will be held securely with Mind’s Recruitment Team, and will be anonymised when sent to recruiting managers. If an applicant is not appointed for a post, their application and personal details forms will be destroyed. Where an applicant is appointed, their application will be moved into an Employee Folder and remain as long as the employee is employed at Oxfordshire Mind.

Full details of Oxfordshire Mind’s approach to Data Privacy and protection, please consult the Data Protection Privacy Notice (Recruitment).

**Criminal Convictions**

As part of its equal opportunities policy, Oxfordshire Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) via the **personal details form**.

Some posts within Oxfordshire Mind are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details via the **personal details form**.

**Eligibility to work in the UK**

If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details via the **personal details form**.

Please note that Oxfordshire Mind is not able to sponsor Visas.

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| **Education and Training** |
| Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. You may be required to provide proof of qualifications and training courses. |
| **Qualification/Course** | **Date of Qualification** |
| **Start Date** | **End Date** |
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| **Current Employer** |
| **Name and Address** | **Job Title** | **Brief Summary of Responsibilities** | **Dates of employment** |
| **Start Date** | **End Date** |
|  |  |  |  |  |
| **Current Salary** |  |
| **Notice Period** |  |

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| **Previous Employers** |
| Please include paid and unpaid work and explain any gaps in employment. |
| **Name and Address** | **Job Title** | **Brief summary of responsibilities** | **Dates of employment** |
| **Start Date** | **End Date** |
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| **Person specification** |
| Please tell us how you meet each of the criteria listed on the person specification for this post. Where possible, please address each criteria point by point. You can include information from both inside and outside paid employment as transferable skills are taken into consideration. The information you provide will be used as the basis for short listing. |
| **Please use the headings under the person specification for your supporting information****(Minimum 500 words - Max 2,000 words)** |
| **References** |
| Please give the names and contact details of two referees. One referee should be your present or most recent employer. References will not be taken up until an offer of employment has been made. |
| Referee 1 | Referee 2  |
| Name of Referee 1 |  | Name of Referee 2 |  |
| Relationship to you |  | Relationship to you |  |
| Occupation |  | Occupation |  |
| Organisation |  | Organisation |  |
| Email Address |  | Email Address |  |
| Telephone Number |  | Telephone Number |  |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by Oxfordshire Mind, to be dismissed.

I agree Oxfordshire Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

Please tick this box to confirm [ ]  Date: Click here to enter a date.