**Job Application Form**

# Completing the Conwy Mind Job Application Form

This application form is your chance to tell us why you are the best person for the position. Complete all sections of the form, detailing your skills and experience to demonstrate your suitability in relation to the person specification. Do not simply list skills and experience, give real examples that describe how you have acquired and made use of the knowledge and skills required for this role.

Conwy Mind is an equal opportunities employer and welcomes applications from all sections of the community.

Please note:

* Sections A, B, D and E are detached and are not seen by the selection panel – only section C is used in the initial part of the shortlisting process. Section E is not used in any part of the selection process
* Do not send a CV or any other supporting information - it WILL NOT be looked at.

# Submitting your application

Your completed application form and, where applicable, a record of any criminal convictions (see Section D for details), should be emailed to [recruitment@conwymind.org.uk](mailto:recruitment@conwymind.org.uk)

If you have not heard from us by two weeks after the deadline, you can assume that, on this occasion, your application was not successful. We are not able to provide feedback to applicants who are not shortlisted for interview.

If you have any questions about the role or the application process, please email [recruitment@conwymind.org.uk](mailto:recruitment@conwymind.org.uk)

### Privacy Statement:

We need to collect the information below to assist with our recruitment process. Conwy Mind takes your privacy seriously. We process all data in accordance with the Data Protection Act 2018. Any personal information collected will be stored and processed exclusively for the purposes of recruitment.

Your personal information and details of enquiries are stored on a secure database. We do not keep your personal information for longer than is necessary for the purposes of its use, up to a maximum of 12 months for all applicants. We carry out periodic deletion of data when the retention period has expired or when the need to continue holding such data is no longer necessary.

You have the right to access any of the personal information Conwy Mind may hold about you. To make a Subject Access Request or to request that your information be destroyed, please

Contact [recruitment@conwymind.org.uk](mailto:recruitment@conwymind.org.uk)

Conwy Mind

Job Application Form

Section A

## Post applied for:

## Personal details

Title:

First Name:

Surname:

Date of Birth:

Home Address:

Postcode:

Telephone numbers:

|  |  |
| --- | --- |
| Home |  |
| Mobile |  |
| Work |  |
| Email address: |  |

|  |  |
| --- | --- |
| Do you currently work or volunteer for Conwy Mind? | Yes / No |

|  |  |
| --- | --- |
| Do you consider yourself to have a disability or long-term health condition that requires reasonable adjustments during the selection process or for work? | Yes / No |
| If yes, please give details here, of anything we can reasonably do to assist you: | |
|  | |

A member of the HR team will contact you in confidence to discuss any adjustments you identify.

Section B

## Employment History

(Include paid and unpaid work. Please explain any gaps in your employment history)

|  |  |  |
| --- | --- | --- |
| Current or most recent employment | | |
| Employer: | | Job title: |
| Start date: | End date: | Main responsibilities and duties: |
| Reason for leaving (if applicable): | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous employment (include any voluntary roles you have held in the past two years) | | | | |
| Date  From To | | Employer | Job title and main responsibilities  (brief) | Reason for leaving |
|  |  |  |  |  |
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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. |
|  |

Section C

## Post applied for:

Reason(s) for applying

Please briefly explain why you are interested in the post

|  |
| --- |
|  |

## Job Share

In some circumstances it is possible to offer a post as a job-sharing opportunity. If you would be interested in the opportunity to do part-time hours by sharing the post with another person, please state the minimum and maximum number of hours you would want to work and the days and times you would prefer to work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Can you work full-time hours if a job share is not possible? | Yes |  | No |  |

## How you meet the person specification

**Please read this guidance before continuing with the form**

In this section, we want to hear about your experience, skills and attributes. Give an example for each of the criteria to show how you meet each one. You can include relevant information from both employment and voluntary activities. The examples that you provide will be the basis for shortlisting, with each example being scored on the quality of the evidence it provides of how you meet the criteria. Not providing an answer or simply saying yes will score zero.

Your examples should briefly describe the situation you were in, the task you had to do, what you did, why you did it, how you did it, the skills you used, what the result was and what impact the result had. Consider the following when writing your examples:

* use an example that is relevant and recent
* talk about I, not we - what action did you take, not you and your colleagues or team
* make sure the examples of tasks and actions are as related to the criteria as possible
* be concise - answers to all the criteria should be provided on no more than four pages

|  |
| --- |
| **Qualifications and Experience** |
| **Knowledge** |
| **Skills** |

Please continue on separate sheet(s), if necessary

Section D

## Criminal Record

This post is subject to an enhanced Disclosure and Barring Service (DBS) check. **Having a criminal conviction will not automatically prevent you from working for Conwy Mind.** The position you are applying for involves contact with vulnerable adults and children and is therefore exempt from the Rehabilitation of Offenders Act 1974. For these positions you are not entitled to withhold information about any criminal convictions, including any that are considered ‘spent’. **Please therefore ensure that you tell us about ALL convictions however minor you consider them to be.**

|  |  |
| --- | --- |
| Do you have any criminal convictions? | Yes / No |
| If you have answered yes, please record the date of conviction, court name, nature of offence and sentence imposed in a separate document and attach along with your application (if posting, enclose with your application in a separate sealed envelope).  Please note: this document will only be viewed if you are short listed | |

## References

Please give the name and contact details of TWO referees. One should be your current/most recent employer (paid or voluntary). Family members cannot be referees. We need to ensure that references cover an adequate time period – ie both references are not from the same place of work. If you would like to have 2 referees from the same place of work, you must provide an additional third reference.

|  |  |  |
| --- | --- | --- |
| Referees | Referee One | Referee Two |
| Full Name: |  |  |
| Relationship to you: |  |  |
| Organization: |  |  |
| Address: |  |  |
| Email: |  |  |
| Tel: |  |  |

## Declaration

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Date: |  |
| Signature: |  | | |
| You will be asked to physically sign this document if you are invited to attend an interview. | |  | |

Section E

### Equal Opportunities Monitoring Form

Conwy Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring Conwy Mind’s Equal Opportunities Policy. The information will not be available to the selection panel, nor form any part of the selection process.

Please click the link below to complete this form:

[Candidate Equal Opportunities Monitoring Form (microsoft.com)](https://forms.microsoft.com/pages/responsepage.aspx?id=MN3QzqkdBkiuP7Cn_M5kGQqxAUtFgxtGsjRmrJxWuRhUQjZPN1VUNlU4V1VMNVU0R1Q4OUxWT1IyWS4u)