



MANINPLACE
INNOVATE ACCOMMODATE MOTIVATE

TO REQUEST AN APPLICATION FORM IN LARGE PRINT, PLEASE PHONE 01952 248248.

NOTES ON APPLYING FOR EMPLOYMENT WITH MANINPLACE

Please complete this application form in full. An electronic copy may be sent to personnel@maninplace.org.uk or a paper copy may be sent to 16 Queen Street, Wellington, Telford TF1 1EH.

Please also submit a CV.

For the purposes of shortlisting, only the application form will be considered.

The separate Equalities Monitoring Form should also be completed. **DO NOT** put your name on the Monitoring Form. It will be separated from your application form and will not be seen by those involved in the shortlisting and interviewing process.

If your application is selected for interview, the interviewers will be provided with a complete copy of your application form and a copy of your CV.

Please read carefully the requirement to disclose any criminal convictions. Where a post is subject to a DBS check, criminal convictions and other information held by the local police could be disclosed through this channel. If a criminal record is disclosed at any point during the recruitment process, a Criminal Records Assessment Form will be completed by a senior staff member.

Use the supporting statement to highlight your skills, knowledge and experience. This may include personal experiences, voluntary work, hobbies and employment. Try to relate what you have to offer to the role for which you are applying.

If selected for interview, you must bring with you suitable documentation to prove your Right to Work in the UK. See www.gov.uk for details. A full driving licence valid in the UK and access to a car insured for business use are essential requirements. Please bring your driving licence and car insurance certificate. References will be taken up once a conditional offer of employment is made.

A health declaration will need to be completed once a conditional offer of employment is made. Employment may be subject to a medical or Occupational Health assessment.

A minimum 3-month probationary period will apply.



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APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:	
POSITION REFERENCE CODE:	
OFFICE USE ONLY: APPLICATION NUMBER	

TITLE	
SURNAME	
FIRST NAME(S)	
<i>Prefer to be known as:</i>	
ADDRESS	
POSTCODE	
HOME TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
EMAIL ADDRESS	

National Insurance number	
Nationality	
Do you hold a driving licence valid for use in the UK?	
Do you have access to a car insured for business use?	
If you already have a DBS certificate, please give the date of issue: Are you registered with the DBS update service?	
Do you have any of the following connections to Maninplace?: <i>(If yes, please give details below.)</i> Family or personal relationship to a current or former employee? Family or personal relationship to a current or former customer? Current customer of Maninplace? Former customer of Maninplace?	

Rehabilitation of Offenders act (1974) Exceptions Order (1975)

The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974). You are therefore required to disclose details of all cautions, reprimands, final warnings and convictions even if they are spent.

Declaration

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction?

Yes/No

If yes, please give details:

The post is also subject to a satisfactory DBS check which will be submitted as part of the successful candidate's induction process.

The disclosure of a criminal record at any point in the recruitment process will be recorded on the Criminal Record Assessment Decision form.

Health and Disability

Disability is defined as "physical or mental impairment, which has substantial and long term adverse effects on a person's ability to carry out normal day to day activities".

Under the Equality Act 2010, do you consider yourself to have a disability? Y/N

If shortlisted, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form.

The successful candidate will be asked to complete a medical declaration. If the candidate answers YES to any of the questions, completion of a full health questionnaire will be required. Employment may then be subject to a medical or Occupational Health assessment.

Education

Please list secondary schools, colleges and universities attended, giving details of qualifications and grades obtained.

Name of establishment	Dates attended	Subject and level of course	Grade awarded

Training

Please list other training completed which is relevant to the job being applied for.

Name of establishment	Title of course	Date completed

Employment History

Please detail your employment history from the time that you left full-time education. You may include experience as a volunteer. Continue on a separate sheet if necessary.

Name and address of employer	Dates of employment	Post title (s)	Final salary and reason for leaving

Supporting statement

Please use the section below to provide any information which will support your application. Include a description of your current or most recent employment. Make sure that you show how your experience in both employment and life enable you to fulfil the requirements of the job description and person specification. Continue on a separate sheet if necessary.

References

Please give details of two referees whom we may contact to ask about your suitability for the post. One of these should be your current or most recent employer.

Work/personal	
Name	
Name of company	
Relationship to you	
Address	
Telephone number	
Email address	

Work/personal	
Name	
Name of company	
Relationship to you	
Address	
Telephone number	
Email address	

Your signature

I certify that the details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant.....

Date.....

For office use only

Reason for not shortlisting

Reason for not appointing