



Mental health Independent Support Team

Hanover House
Hanover Street
Bolton
BL1 4TG

Telephone: 01204 527 200

APPLICATION FORM

Personal Details

Name	
Address	
Home telephone number	
Mobile telephone number	
Work telephone number	
Work email address	
Home email address	
Preferred method of communication	

Academic and Professional Qualifications

Please give us details of your academic and professional qualifications. You will be required to provide your original documents at interview should you be shortlisted.

Please give details of all qualifications obtained, along with grade and date achieved			
Institution	Date attained	Subject	Qualification

Professional Development Courses		
Please give details of all qualifications obtained, along with grade and date achieved		
Dates attended	Course title	Course provider

Employment

Please give details below of your employment history over the last 10 years. Please include any voluntary work that you have undertaken starting with the most recent.

Dates of employment	Name and address of employer	Position held and brief outline of duties	Reasons for leaving

References			
Please give details of two professional referees; one must be your current or most recent line manager or school/college. References from family and friends are not acceptable			
Name		Name	
Job title		Job title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Tel No.		Tel No.	
Email		Email	

Declaration of health		
People with a disability or a health condition are entitled by law to 'reasonable adjustments' during the interview process. We are interested in any disability or health condition that may require such a reasonable adjustment.		
What adjustments do you require in order to attend an interview?		
Do you consider yourself to have a disability?	YES	NO
Do you regard yourself as having a mental health problem?	YES	NO
How many episodes of absence due to sickness have you had over the past two years?	Episodes	Total days
Do you have any health problems that a prospective employer should be aware of?	YES	NO

If 'Yes', please give details below

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Disclosure

Due to the nature of the post for which you are applying, it is regarded as exempt from the provisions of the 'Rehabilitation of Offenders Act 1974', by virtue of the 'Rehabilitation of Offenders Act 1974 (EXCEPTIONS) (AMENDMENT) ORDER 2001'. All applicants must tell us about sentences or convictions that for other purposes would be considered to be "spent" under the provisions of the Act. In the event of employment, any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.

Any information given will be treated as confidential and considered only in relation to this application. At interview, or in a separate discussion, MhIST will ensure that an open discussion will take place on the subject of any offences or other matters that might be relevant to this vacancy.

Applicants who are offered employment or work that involves contact with vulnerable people will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Do you have any criminal records to declare?	YES	NO
Are there any current proceedings against you?	YES	NO

If 'Yes', please give details below

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Declarations

Please ensure you sign and date this declaration before returning your application form.

DATA PROTECTION ACT DECLARATION – The information on the application form will be entered onto a computer system and as such is covered by the rules set out by the Data Protection Act 1998.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed. If the form is emailed, we will consider this as a signature.

Signed **Date**