**Application for Employment**

**Once completed, please return your application form by email to** [**contact@mcpin.org**](mailto:contact@mcpin.org)

**Post applied for: Young Person Co-Researcher (Blueprint Project)**

**Closing date and time: Monday 16th March at 9.00am**

**Personal details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Full name:** | |
| **Home address (incl postcode):** | | |
|  | | |
| **Home tel no:** | | **Mobile tel no:** |
| **Email address:** | | |
| **When would you be able to take up the post:** | | |
| Are you currently eligible for employment in the UK? **YES/NO** | | |
| We will ask you to provide documentation to demonstrate this. | | |

**Current or most recent employer**

|  |  |  |
| --- | --- | --- |
| **Name of current or most recent employer:** | | |
| **Address:** | | |
|  | | |
| **Position held:** | | **Salary:** |
| **Main duties:** | | |
|  | | |
| **Start date:** | **Notice period:** | |
| **Leaving date** (if applicable): | **Reason for leaving:** | |

**Previous employment/experience** (paid or voluntary, please list most recent first following on from employer details above)

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| --- | --- | --- | --- | --- |
| **Name and address of employer** | **From** | **To** | **Position held and brief summary of main duties** | **Reason for leaving** |
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*Please add or delete rows as required*

**Education** (please list most recent first)

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| --- | --- | --- | --- |
| **University/ College/ Secondary school** (Up to A-levels or equivalent) | **From** | **To** | **Qualifications achieved (incl. dates and grades)** |
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**Additional Qualifications/ Membership of professional bodies**

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| --- | --- | --- | --- | --- |
| **Awarding body/ Institution** | **From** | **To** | **Qualifications** | **Date obtained** |
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**Training**

(please give brief details of any relevant training courses or workshops attended)

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| --- | --- | --- |
| **Training provider/ Institution** | **Course title/ type of training** | **Dates attended** |
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**About you**

**What makes you suitable for this role?**

This section of the application form invites you to tell us about how your **personal competencies**, **knowledge**, **skills** and **experience** meet the requirements for this role. You should illustrate what you write here with specific examples from previous roles or from experiences which you have had outside of work. You should aim to write a maximum of 2-sides of A4, paying close attention to the job description and person specification provided for this job role.

**WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT**

Please ensure you include the following in your Supporting Statement:

1. **Please tell us why you are applying for the role.**
2. **Please provide an overview of your experience and knowledge in relation to the job description and person specification, drawing on specific examples.**
3. **Please tell us how your own personal experience of mental health problems may help you in this post and examples of drawing on your lived experience in other work-related contexts.**

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| **References**  Please provide details of two people who can act as referees on your behalf. These should usually be your manager/ supervisor at your current or last employer and your penultimate employer. If this is not possible, for example because you have recently left full time education or have been unemployed for some time, you should provide the details of someone else who can comment on your suitability for the job. You should always state in what capacity they are known to you (e.g. employer for voluntary work, employer for vacation work, person of standing in the local community etc.). No reference will be taken up before an offer of employment has been made. | | | |
| **Referee 1**  **Name:**  **Job title:**  **Relationship to you:**  **Address:**  **Tel no:**  **Email:** | | **Referee 2**  **Name:**  **Job title:**  **Relationship to you:**  **Address:**  **Tel no:**  **Email:** | |
| **Criminal record declaration**  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, the McPin Foundation 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 Disclosure and Barring Service (DBS) check (previously a CRB check) 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: | | | |
| **Declaration**  I declare that the information given on this form is true and complete to the best of my knowledge and belief. 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 understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions and a probationary period, all of which must be deemed by the McPin Foundation as satisfactory. If the form is emailed please type your name and date below - we will consider this as a signature.  Signed…………………………………………………... Date………………………………… | | | |

**Would you like to stay in touch with our work and sign up to receive our quarterly e-newsletter?**

**Guidance Notes on completing the Application form**

The application form is of central importance in the selection process as it is the only document we use, to decide whether or not to shortlist applicants for interview. **We will not consider CVs, and will not use information given in covering letters to assess suitability.** It is essential therefore that you take time to read the questions and complete the form accurately and completely. Please note that this applies to both external and internal candidates.

* Read the person specification, job description, advertisement and any supporting information carefully and relate your skills, knowledge, experience, personal qualities and qualifications to the duties of the post as fully as possible.
* The person specification outlines the essential requirements applicants must meet in order to be selected for interview and subsequent appointment. It is of the utmost importance that in your application you address the essential and desirable criteria contained in the person specification by providing evidence based on paid and/or voluntary work or other activities.
* Please complete all sections of the form clearly. We strongly recommend that you type and do not hand write your application form. If we cannot read your form we cannot assess it appropriately.
* Please note your application form is a demonstration of your ability to communicate to a high standard in writing. We will therefore consider the quality of your written application in the shortlisting process, including your attention to detail and ability to write clearly and concisely.
* If you want to find out more information about the organisation you are applying to work for please visit [www.mcpin.org](http://www.mcpin.org)

If you have any problems completing your application form, or have specific questions about the job role, please contact us via [contact@mcpin.org](mailto:contact@mcpin.org) **at least 2 working days before the closing date**. We will do our best to answer your queries where these are not already addressed in the application pack. Please also email us if you have any requests for specific arrangements to meet any special needs you may have with regard to completing the form and/or attending an interview.

Data Protection

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

Declaration

You must sign and date this form in order for your application to be considered. You can do this electronically.

Equal Opportunities Monitoring Form

Please also complete and return the equal opportunities monitoring form. We have followed the Equal Opportunities Commission guidelines in the descriptions used for ethnic origin. However if you do not feel comfortable with any of these, please feel free to create your own description. The information on this form is not available to the selection panel and as soon as the information has been included anonymously on a global monitoring sheet for that vacancy, your individual form will be destroyed.