



Ref. No:

(for office use only)

APPLICATION FORM

CVs cannot be accepted and will be discarded prior to short listing.

NB: when completing details of your employment or other work record all gaps in service must be accounted for.

Personal

Surname		Address including post code
First name		
Telephone (day)		
Telephone (evening)		
Email		

NB: This page will be detached prior to shortlisting for equal opportunities purposes

Reference No: **(for office use only)**

Application for the position of

Job title	Student Placement		
Where did you obtain information about this vacancy?			
Have you previously applied for a Newport Mind post? (please circle)			

General information (Particulars of spare time interests that you consider may display skills relevant to the position and the skills that you consider relevant to this application.)

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Education and qualifications (Qualifications will only be taken into account where they are strictly required for the post. Newport Mind will require evidence of these qualifications)

School, College, University	Dates	Qualifications gained including subjects, grades or results expected/attained

Professional qualifications (Give details of any other relevant qualifications or records of achievement (e.g. courses attended, certificates attained, including membership and status of any relevant professional or technical association certificate number, date of issue and issuing authority))

Courses attended/skills acquired (Please summarise any other skills that you have and/or training that you have received that may be relevant to the position applied for)

Present or most recent employment/voluntary work

Please Note when completing details of your employment or other work record all gaps in service must be accounted for.

Job title		From/to		/
Organisation		Notice period		
Address		Salary		
		Other benefits		
Telephone		Fax		
To whom were you responsible?		How many staff were you responsible for?		
Nature of business				
Your responsibilities				
Why do/did you wish to leave?				

Previous work experience/voluntary work (Please start with most recent past experience, adding further jobs or relevant information on a separate sheet) Please ensure that you account for any gaps in service

From	To	Organisation's name and location	Your position and brief description of duties	Reason for leaving

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References

Please give name and details of at least two referees. These should not include relatives or personal friends. You must give the name of your Line Manager in your present or most recent employment as one referee or if you are a college or university leaver your Departmental Head or Tutor. Contracts of employment will only be offered upon receipt of satisfactory references.

Referees will only be contacted if you are successful at interview

Reference 1

Name		Address
Occupation		
Relationship		
Telephone		
Fax		
Email		

Reference 2

Name		Address
Occupation		
Relationship		
Telephone		
Fax		
Email		

Reference 3 - optional

Name		Address
Occupation		
Relationship		
Telephone		
Fax		
Email		

Why should Newport Mind appoint you to this job?

- **Please write about why you have chosen to train to be a counsellor and/or psychotherapist**

- **Please tell us about why you have chosen to apply for this post at Newport Mind**

- **Please tell us of any personal experience you may have of mental health issues.**

- **Please tell us about your administration experience and organisational skills**

- **Please indicate if you can also offer counselling in Welsh**

Convictions Rehabilitation of Offenders Act 1974

Have you been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded? (please circle)	
Please note: This information will be confirmed with the Disclosure and Barring Service	

Child protection

Have you any previous convictions, cautions, bind-overs or pending cases affecting your suitability to work with vulnerable people? (please circle)	
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If YES to either question regarding convictions and child protection you are required to give details on a separate sheet.

Please note: All applicants will be required to undergo a criminal records disclosure check before an appointment can be fully confirmed.

Driving

Do you hold a driving licence? (please circle)		Has your driving licence ever been endorsed? (please circle) [If yes, please give details below]	

Declaration

I certify that the information given on this form is, to the best of my knowledge, true and complete and agree that it should form part of the basis of my engagement. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice.

Signature		Date	
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Newport Mind strives to be an equal opportunities employer. We welcome applications that reflect the diversity of the communities that we serve.



DIVERSITY MONITORING

Newport Mind is committed to developing positive policies to promote diversity at Newport Mind. To assist us in monitoring the effectiveness of this policy, we are grateful if you would complete the form below. The information is completely confidential and is used to ensure that employment opportunities are equally available to all suitably qualified candidates.

This form is detached from all applications received by post or e-mail.

Please return the form in a separate envelope with your application form if applying by post

I am	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender	<input type="checkbox"/> Do not wish to disclose
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My age is	
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I consider myself to be (Please note: These categories are the same as those used in the Census)	White:	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other	
	Mixed:	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other
	Asian or Asian British:	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other
	Black or Black British:	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other	
	Chinese or other ethnic group:	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other		
	<input type="checkbox"/> Do not wish to disclose				
My nationality					

I consider myself to be	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian
	<input type="checkbox"/> Do not wish to disclose			

Please tick the category that applies to you	<input type="checkbox"/> Baha'l	<input type="checkbox"/> Buddhism	<input type="checkbox"/> Christianity	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam (Muslim)
	<input type="checkbox"/> Judaism	<input type="checkbox"/> Jainism	<input type="checkbox"/> Rastafarianism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> Zoroastrianism (Parsi)
	<input type="checkbox"/> No religion	<input type="checkbox"/> Do not wish to disclose		<input type="checkbox"/> Other (<i>please state below</i>)	

Do you consider yourself to have a disability you would like us to know about?	
	If YES, please specify nature of your disability and number (if registered) on a separate sheet of paper

In the past I have been:	<input type="checkbox"/> a Mind Employee	<input type="checkbox"/> a Mind Volunteer	<input type="checkbox"/> a user of Mind's services
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Please provide details of how you became aware of this vacancy. This will help us to monitor the effectiveness of the recruitment media we use. Thank you for your cooperation.

Where did you see this job advertised? (Please be as specific as possible)	
I emailed Mind to enquire if there were placements available	
Name _____	
Post applied for:	Reference No.
Location of post: Newport	