

**Please return applications to:**

Watford Mencap  
The Old Town Hall  
105 High Street  
Rickmansworth  
Hertfordshire  
WD3 1AN

**Please check New Postage Rates**  
**before posting forms**

We recommend folding the application form into an A5 envelope



# Application Form

Please print clearly and complete all sections

**Position applied for (please state below, with type of work you are seeking)**

**Permanent / Short term / Casual / Full time / Part time position** (please delete)

## 1. PERSONAL DETAILS

**Title:** Mr Mrs Miss Ms Other

**Surname:**

**First names:**

**Have you ever been known by any other names?**

**YES / NO**

**If you answered yes please give details:**

**Address:**

**Post code:**

**Contact details:**

**Home telephone:**

**Mobile telephone:**

**E-mail address:**

**My National Insurance No. is:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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In accordance with section 8 of the Asylum and Immigration Act 1996 we are required to ensure that only those legally entitled to work in the UK are employed by us.

**Do you require a work permit or visa to work legally in the U.K.?**

**YES / NO**

If you are offered a job you will be required to provide proof of your identity.

**2. FULL TIME EDUCATION**

Name of school/college or university	Qualifications obtained	Date obtained

Please give details of any academic courses you are studying at the moment:

**3. PROFESSIONAL QUALIFICATIONS**

Name of institute	Qualifications obtained	Date obtained

Please give details of current membership of any technical or professional bodies or offices held. State organisation, grade or membership, entry by examination or other, and date of entry.

**4. TRAINING**

Courses attended	Training provider (this may be an employer)	Date/s attended

**5. CURRENT OR MOST RECENT EMPLOYMENT**

Employers business name:

What type of business is this?

Employers business address:

Post code: Telephone number:

What is/was your job title?

When did this employment begin?

What are/were your main duties and responsibilities?

What is/was your salary?

What other benefits do/did you get?

Why do/did you want to leave your current job?

What notice do you have to give if currently employed?

**6. WORK RELATED SKILLS AND EXPERIENCE**

Please state what relevant skills you have which match the requirements of the person specification and give examples of your relevant experience:

**7. PREVIOUS EMPLOYMENT Give details of all other employment in the last 5 years**

Dates		Name of employer	Employers postal address	Your job title	Salary	Reason for leaving
from	to					

<b>8. BREAKS IN EMPLOYMENT</b>	
How many days have you been absent from work in the last 2 years:	
Are there any periods since you left full time education when you were not employed? If yes, please explain all breaks in your employment:	<b>YES / NO</b>
Have you ever been dismissed from any employment? Further details may be requested at interview.	<b>YES / NO</b>

<b>9. FLEXIBILITY</b>	
Some of our jobs involve flexible working and may be full time or part time.	
Do you prefer to work:	Full Time Part Time    20-30 hours per week Part Time    16-20 Part Time    10-16 hours per week Part Time    Less than 10 hours per week
Are there any times/days that you are unable to work:	
Are you intending to work for any other employer while working for Watford Mencap ?	<b>YES / NO</b>
Are you able to work at different locations where W. Mencap carries out its business ?	<b>YES / NO</b>
Would you be prepared to use your own car for business purposes?	<b>YES / NO</b>
Do you have a clean driving licence?	<b>YES / NO</b>

<b>10. ABOUT YOURSELF</b>	
Please give details of any activities or roles which you feel are relevant to your application such as community or voluntary work, membership of clubs or involvement with disabled people etc.	
Do you know anyone that works for or on behalf of W. Mencap, in any capacity ? If yes, please give their full name (s):	<b>YES / NO</b>

## 11. DISABILITIES

Watford Mencap gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the job to be filled.

If assistance is required with the application or participation in any interview or selection event please contact a member of the administration team at our Rickmansworth office.

## 12. DATA PROTECTION

The information you provide in this form and during our recruitment process will be used by Watford Mencap to evaluate your application for employment. It may also be used for statistical analysis.

In the event of your employment the information will also be retained and used for business purposes.

If your application is unsuccessful your data will be retained for a maximum of six months and will then be destroyed.

## 13. REFERENCES

If your application is successful we will contact all employers you have worked for in the last 2 years for a reference. We will only do this once you have verbally accepted an offer of employment.

If this is less than 2 employer referees, we will contact employers up to 5 years to gain a second reference. If you are unable to provide at least 2 employer references, please give details below of up to 2 character referees who can testify to your character. At least one referee should be a professional person. Please do not nominate close friends/family members as referees. They must have known you for at least two years.

1	Name: Mr, Mrs , Ms.  Profession/job title:  Relationship to you:  How long known to you?	Address:  Postcode:  Daytime telephone numbers:
2	Name: Mr, Mrs , Ms.  Profession/job title:  Relationship to you:  How long known to you?	Address:  Postcode:  Daytime telephone numbers:

## 14. DISCLOSURE PROCESS

All new employees will be required to obtain clearance from the Criminal Records Bureau before they begin any employment with WM. This clearance process will disclose any and all convictions or cautions to us so that we may assess your suitability to work with vulnerable people.

## 15. CRIMINAL CONVICTIONS

To apply for a job at Watford Mencap, you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. All posts also require the disclosure of all convictions, including those which are regarded as spent under provisions of the Rehabilitation of Offenders Act (Exceptions) 1975. **You must therefore disclose all convictions you have ever had.**

Any information given about convictions will be completely confidential and having a criminal conviction will not necessarily prevent you from working with us. Employment depends on the nature of the job and your offences.

**I have spent criminal convictions to declare. Yes / No**

**I have unspent criminal convictions to declare. Yes / No**

**Have you ever been cautioned or subject to a bind over order? Yes / No**

**If you have ever had any criminal convictions please provide full details on a separate sheet of paper and place inside a separate sealed envelope with your application form.**

**Please mark this envelope for the attention of Personnel only.**

## 16. DECLARATION

Please read the following declaration and sign below:

**I declare that the information provided in the whole of this application form is true, accurate and complete and I consent to all personal and sensitive data about me being stored and used for business purposes by Watford Mencap.**

**I understand and accept that Watford Mencap reserves the right to withdraw any offer of employment or summarily terminate any employment already commenced, without notice or payment in lieu of notice, if the information given by me on this form is untrue, inaccurate or incomplete.**

**I acknowledge that any offer of employment is subject to the receipt of satisfactory references, medical clearance, satisfactory disclosure from the Criminal Records Bureau and/or Ofsted registration (if working with children) and I understand and accept that Watford Mencap reserves the right to withdraw any offer of employment or summarily terminate any employment already commenced, without notice or payment in lieu of notice, if this information, when received, is deemed to be unsatisfactory to Watford Mencap.**

**I declare that I am legally entitled to work in the UK.**

**I declare that I have told Watford Mencap about all my criminal convictions.**

**Signature:**

**Date:**

**Please note we are happy to receive folded application forms to avoid excessive postage charges.**

**Please use correct postage as Watford Mencap are charged a minimum of £1.08 for each underpaid item received.**

# WATFORD MENCAP

## NEW EMPLOYEE APPOINTMENT FORM

**PART 1 - Appointing manager to detach from application form, complete and pass to Personnel**

Verbal offer accepted Dated: \_\_\_\_\_

Verbal consent to apply for references from all employers and referees: \_\_\_\_\_ Yes / No

Full name: \_\_\_\_\_

Grade: \_\_\_\_\_ General / Manager/ Senior Manager/Director (delete)

Contract Type: \_\_\_\_\_ Permanent / Short Term / Casual / Annualised (delete)

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Hourly rate of pay: £ \_\_\_\_\_

Annual rate of pay: £ \_\_\_\_\_ (please complete both rates of pay)

Print name of Recruiting Manager.....

Signature: ..... Date:.....

**PART 2 (To be completed once references and CRB checked)**

Satisfactory references on file:	Yes/No
Satisfactory CRB on file:	Yes/No
Training Certificates back	Yes/No
Satisfactory Medical Questionnaire on file:	Yes/No
Satisfactory attendance:	Yes/No
UK or EU citizen or Visa to work checked:	Yes/No
OFSTED DC2 Required?	Yes/No
Drivers Questionnaire required (i.e. Driver?)	Yes/No

Start date: \_\_\_\_\_ End Date (if short term): \_\_\_\_\_

Applicants details checked by Head of Operations: signature \_\_\_\_\_ Date: \_\_\_\_\_

# Watford Mencap

## Equal Opportunities Monitoring Form

To ensure confidentiality and comply with Equal Opportunities, this page will be detached by Personnel, before your Application form is passed to the recruiting Manager

### EQUAL OPPORTUNITIES

Watford Mencap is committed to ensuring equality of opportunity to all job applicants. All applications are valued and applicants will receive fair treatment regardless of sex, sexual orientation, disability, race, age, marital status, religion or religious belief, colour, ethnic or national origin and caring responsibilities. No applicant or employee shall be disadvantaged by selection or employment conditions and requirements which cannot be shown to be justified.

**The information you provide is confidential and will be used to monitor our equal Opportunities Policy and it forms no part of the selection process.**

Job applied for:

Where did you hear about this job?

Are you:            Male / Female

Married / Unmarried

What is your date of birth?

How old are you?

What is your ethnic group?

Choose one section (a – e) and then tick the appropriate box to indicate your cultural background.

**a) White**

British

Irish

Any other white background

  
  

**b) Mixed**

White and Black Caribbean

White and Black African

Any other mixed background

  
  

**c) Asian**

Indian

Pakistani

Bangladeshi

Any other Asian background

  
  
  

**d) Black**

Caribbean

African

Any other black background

  
  

**e) Chinese**

Chinese

Any other Chinese background

  

**f) Other ethnic group**

P.T.O.

**What is your religion?**

Christian

Hindu

Muslim

Sikh

Jewish

Buddhist

Other, please specify:

To comply with the Disability Discrimination Act 1995 we require information regarding disabilities which affect an individual's ability to carry out normal day to day activities.

Do you consider your self to have a disability? **YES / NO**

Please give brief details

To comply with Working Time Directive we require information regarding any caring responsibilities you have for a dependant person.

I look after children under 16

I look after a sick or disabled adult

I look after a sick or disabled child

This form should be completed and returned with your application for the attention of Personnel. It will be retained by personnel.

This information will not be used by line managers who evaluate all application forms based on their merits to decide whether or not they would like to invite an applicant to an interview or other selection event.