**EMPLOYMENT**

Please enter details of your employment in date order, starting with your most recent job.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Job Title & brief summary of role | Dates of Employment | Reason for Leaving |
|  |  |  |  |

**VOLUNTARY ACTIVITY**

Please enter your relevant volunteer experience starting with the most recent role.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  of Organisation | Volunteer Role  & Responsibilities | Dates of Volunteering | Reason for Leaving |
|  |  |  |  |

**EDUCATION & QUALIFICATIONS**

Please tell us where you studied, and what qualifications you have. Please include professional and vocational qualifications.

|  |
| --- |
|  |

**TRAINING COURSES**

Please tell us about relevant training courses you have attended, starting with the most recent.

|  |
| --- |
|  |

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

This is where you’ll tell us why you are the right person for the job. Please describe how your experience, skills, knowledge and values meet each of the requirements listed in the **Person Specification**. To be shortlisted, you will need to demonstrate that you meet **all** of the essential criteria. It will strengthen your application if you also meet the desirable criteria. Try not to exceed 500 words in each section below.

|  |
| --- |
| **Experience** |
|  |

|  |
| --- |
| **Skills & Abilities** |
|  |

|  |
| --- |
| **Knowledge** |
|  |

|  |
| --- |
| **Values & Attitudes** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Are you able to travel during working hours? | YES | NO |  | Willing and able to work flexible hours occasionally? | YES | NO |

|  |
| --- |
| We are an Equal Opportunities employer. Do you have any disabilities needing special arrangements? If yes, please give details: |
|  |

|  |
| --- |
| If you were offered the post, how soon would you be able to start? |
|  |

**This post is subject to an enhanced DBS check.**

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list two referees. They will only be contacted after interview. One must be your current / most recent employer or line manager. | | | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Email address: |  | Email address: |  |
| Tel no: |  | Tel no: |  |
| Job title: |  | Job title: |  |
| Relationship to you: |  | Relationship to you: |  |

|  |
| --- |
| A complete application consists of **2 documents:** **MONITORING FORM & APPLICATION FORM**  which must be sent by emailto**:**  [**jobs@healthymindscalderdale.co.uk**](mailto:jobs@healthymindscalderdale.co.uk)  Using the job title of the role for which you are applying as the subject heading |