**Application Form Interim Outreach Officer**

**1. Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Full Name: |  |
| Address: |  |
| Telephone No: |  |
| Mobile No: |  |
| Email Address: |  |
| I am over 18 years old (please confirm) |  |

**2. Employment Details**

|  |  |
| --- | --- |
| Name of current or most recent employer: |  |
| Address of employer: |  |
| Position Held: |  |
| Dates in Post: | From: To:  |
| Brief Description of main responsibilities: |  |

**3. Previous work experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: | Job Title & Main Duties: | Reason for Leaving: | Dates: |
|  |  |  |  |
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**4. Qualifications & Training**

Please list your qualifications, courses and training achieved starting from your secondary school. Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Qualification achieved | Institution | Dates |
|  |  |  |  |
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**5. Supporting Statement:**

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| --- |
| Using the Person Specification, please tell us how you match the skills, experience and abilities listed, and why you wish to apply for the role. Please use the space below and continue on a separate sheet if necessary, but no more than two sides of A4 (in addition to these 2 pages). |
|  |

**6. References:**

Please provide details of two professional referees, one of which must be your current or most recent employer.

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Capacity in which you know this person: |  | Capacity in which you know this person: |  |
| Can we contact them prior to interview? (Yes or no) |  | Can we contact them prior to interview? (Yes or no) |  |

**7. Declaration:**

|  |
| --- |
| I, (please fill in your name), hereby declare that the above details are correct. |
| Signature: Date: |

Please note that any job offers are subject to funding, and eligibility criteria for working in the UK.

You can email this form to Rianne Eimers, Chief Executive Officer at rianne@mindinkingsto.org.uk, or you can post it to:

Rianne Eimers, Chief Executive Officer

Mind in Kingston

Siddeley House

50 Canbury Park Road

Kingston upon Thames

KT2 6LX

If you have any questions, or require any support completing this form, please contact Alex at alex@mindinkingston.org.uk or on 020 8255 3939.

**Equal Opportunities Monitoring Form**

To help us ensure we reach everyone in our community, we monitor all our recruitment procedures. We would appreciate if you can spare a few minutes to fill in the form below. This form will be detached from your application and used anonymously – no data will be shared.

Ethnic background:

White:

British 🞏 Irish 🞏 Other 🞏

Black:

British 🞏 African 🞏 African Caribbean 🞏 Other 🞏

Asian:

Indian 🞏 Pakistani 🞏 Chinese 🞏 Other 🞏

Mixed Race:

White-African 🞏 White-Asian 🞏 White-African Caribbean 🞏 Other 🞏

Would prefer not to say: 🞏

Age Range:

18-25 🞏 26-45 🞏 47-65 🞏 65-80 🞏 80+ 🞏

Would prefer not to say 🞏

Gender:

Male 🞏 Female 🞏 Would prefer not to say 🞏

Marital Status:

Single 🞏 Married 🞏 Co-habiting 🞏 Divorced 🞏

Would prefer not to say 🞏

Disability:

I consider myself to have a disability: YES 🞏 NO 🞏 Would prefer not to say 🞏

Physical Disability 🞏 Sensory Disability 🞏 Mental Health Condition 🞏

Learning Disability 🞏 Long-term condition 🞏 Would prefer not to say 🞏

Religion:

Christian 🞏 Muslim 🞏 Hindu 🞏 Buddhist 🞏 Jewish 🞏 Sikh 🞏

Agnostic 🞏 Atheist 🞏 None 🞏 Other 🞏 Would prefer not to say 🞏

Sexual Orientation:

Heterosexual 🞏 Bi-Sexual 🞏 Gay 🞏 Lesbian 🞏 Other 🞏

Would prefer not to say 🞏

Thank you for taking the time to complete this form.