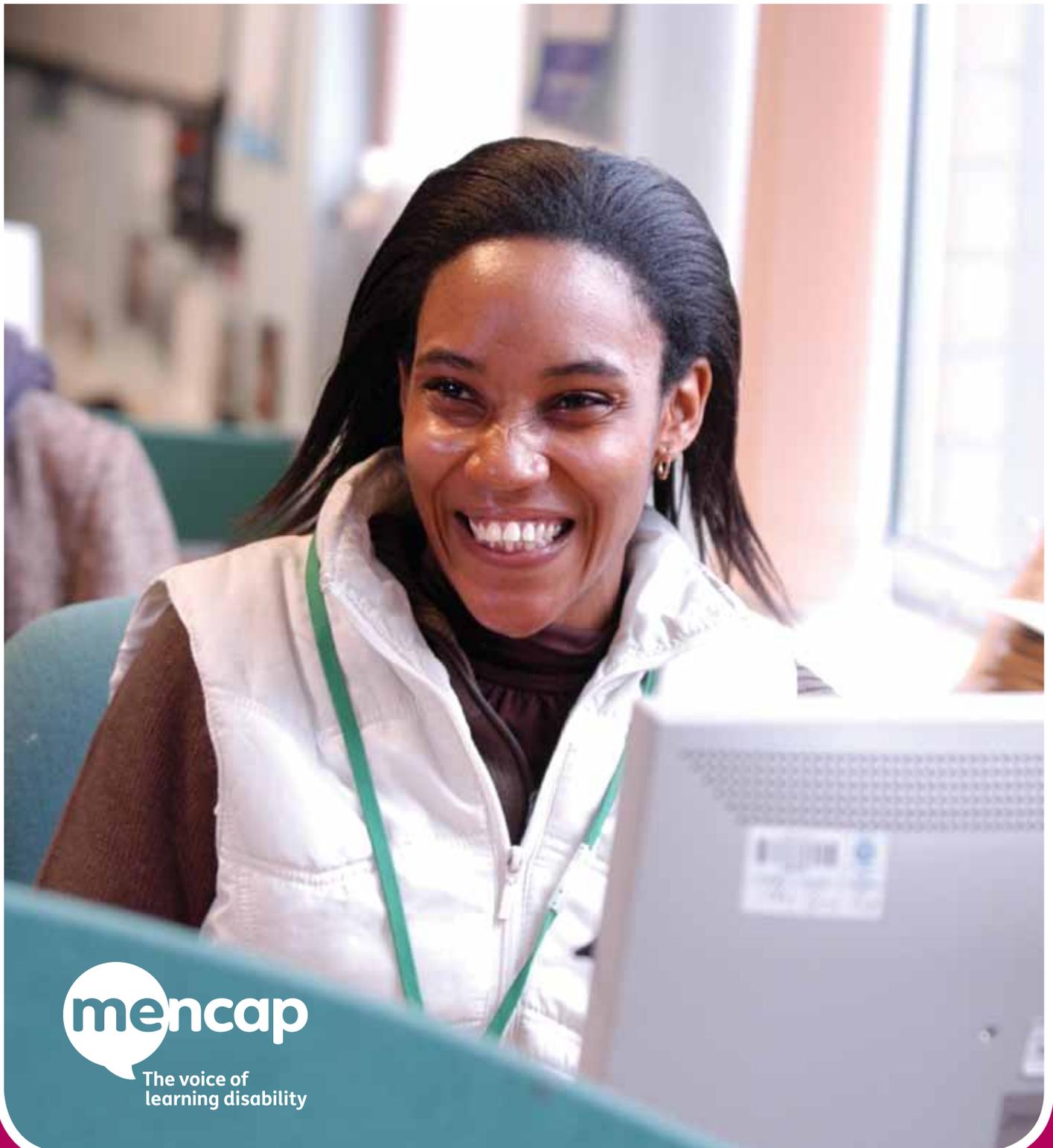


# Form to apply for a job at Mencap



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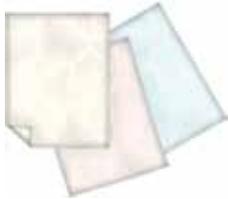
Mencap is an equal opportunities employer

This means Mencap wants to make sure everyone has an equal chance of getting a job with us.

## If you fill in a paper copy of the form



Please fill in this form with a black pen.



- If there is not enough room to write all your answers on this form, you can carry on writing on some other sheets of paper and attach them to this form.



- If a question asks you for a **yes** or **no** answer, tick the box that best describes the answer you want to give.



- If you need help to fill in this form you can ask someone to support you.



- You can also put your answers onto a CD or DVD and send it to us if that is easier.



# About the job

Which job do you want to apply for?

# About you



**Your title**

Please put a circle around the right title

Mr   Mrs   Miss   Ms

**Your first names**

Please write your first name and any middle names you have



**Your last name**



**Your address**



**Your postcode**



**Your phone number at home**



**Your mobile phone number**



**Your phone number at work**



**Your email address**



**Can we contact you at work?**

**Yes or No**



## Tell us about your education

This is things like

- schools or colleges you have been to
- exams you passed
- training courses where you got a qualification like a BTEC or an NVQ.



Please tell us what you have done and the year you did them in the table below



Or you can send any certificates you have got for any exam or training course.

Your education	Date

## About the job you are doing at the moment

Please tell us about the job you are doing at the moment even if you do not get paid for it.



**The name and address of the company you work for**



**The postcode**



**The date you started work with the company and your current salary.**

Date you started work



Your salary is how much you get paid every year



**What is the notice period for your job?**

(This means how long you have to work at your company for after you tell them you are leaving).



**Please write a little bit about what things you do as part of your job**



**About the jobs you have done before**

Please write about other jobs you have done even if you did not get paid for them.

**The name and address of the company you worked for**



**The name of the job that you did**



**When did you start the job?**

(please write the month and year)



**When did you leave the job?**

(please write the month and year)



**Why did you leave the job?**

(please write the month and year)



**Please write a little bit about what things you did as part of your job**

If there are more than 2 jobs you want to tell us about please carry on writing on another sheet of paper and attach it to this form.



## About why you think you are best person for this job



- Please write in the box below why you would like to do the job and what skills and experience you have that are right for the job.



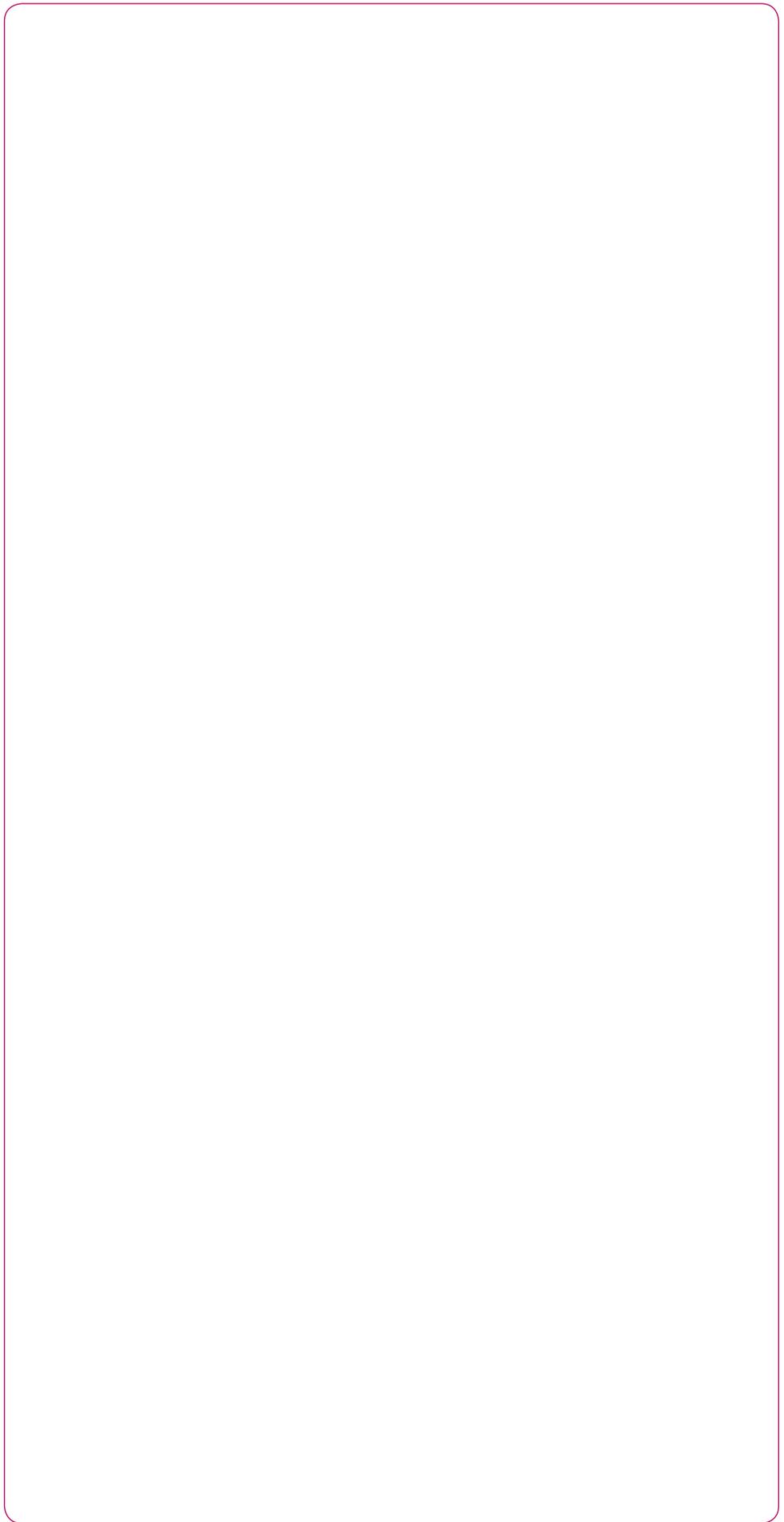
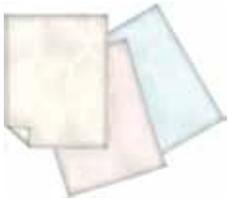
- **Skills** are things that you are good at.
- **Experience** is things that you have done before that are like the things you would do in this job.



- You can look at the documents called the **person specification** and **job description** that come with this form. They will tell you what skills and experience you need for the job.



- You can carry on writing on another sheet of paper if you need to.



## Other questions



**How did you get to know about this job?**

For example, a job advert, the internet or something else. Please tell us how below



**Are you allowed to work in the UK?** You can work in the UK if you have a British passport, National Insurance Number or work visa. A work visa is a document that says you can work in the UK

**Yes or No**



**Would you say that you have a disability?**

Mencap will interview all disabled people who have the main skills and experience for the job

**Yes or No**



**Have you ever worked for Mencap before?**

**Yes or No**

If **yes**, please tell us what job you did and when





**Have you applied for a job at Mencap before?  
Yes or No**



If **yes**, please tell us what job you applied for and when you applied for it.



**Do you have a close friend or someone in your family who**

- is a Mencap Trustee
- is a member of the Mencap National Assembly
- has a job at Mencap?

**Yes or No**



If **yes**, please tell us the name of the person and how you know them. For example, are they a friend, someone in your family or someone else? Please tell us who they are below.



## For jobs with Mencap Cymru only

If you are applying for a job in Wales that is asking for people who speak Welsh, please circle how well you speak Welsh from the list below.



**Very well**

**A bit**

**Very little**

**I do not speak Welsh**

## Things you need to know before you sign this form



If you sign this form it means you agree to these things.



### Checking the information that you give us

- Mencap has the right to check any information you give us on this form or at any other time.



- If you sign this form it means you agree that we can check the information you give us if we need to.



### Keeping the information you give us safe

- We will keep the information you give us on this form private and safe. We will only use it to help us choose the best person for the job.
- If you start working for us we might sometimes need to look at or use the information you give us.



- If this happens we will make sure we follow the law about keeping information safe. This is called the Data Protection Act.



If you sign this form it means you are happy for us to sometimes use the information you give us on this form but only in the right way.

## What you agree to if you sign this form

**Only sign this form if you agree with the things below.**



All the information you have given us is right and true as far as you know.



If you have given us wrong information or not told us something important that we need to know

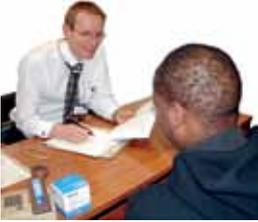
- you might not be able to get a job with us
- you might have to leave your job if you already work here.



If we offer you a job, we will ask you for the details of 2 people you know. This is called getting references. It is so we can find out more about you.



If we offer you a job, you will have to work with us for a trial period first. This means that the first 6 months of the job will be about making sure that you and your manager are happy that the job is right for you.



You might also have to go to the doctor to get your health checked if Mencap asks you to.



If we offer you the job and you will be working closely with people with a learning disability, you might need a **criminal record check**.

This is a check to make sure you have not been in trouble with the police in a way that could affect your job.



The check is done by a group called the Criminal Records Bureau Disclosure Service for England and Wales or from Access NI if you are in Northern Ireland.



**If you sign this form it means that you agree to have a criminal record check if we offer you a job that needs one.**



If you agree with all the things you have just read then please sign the form below.

Please sign your name here



Please write the date here



