



For better
mental health

Sevenoaks Area Mind

34 St John's Road
Sevenoaks
Kent, TN13 3LW

Telephone & Fax: 01732 459558

E-mail: linda.leonard@sevenoaksareamind.org.uk

Website: www.sevenoaksareamind.org.uk

POST APPLIED FOR:

PERSONAL DETAILS:

MR/MRS/MISS/MS SURNAME

FIRST NAME:

ADDRESS

HOME TELEPHONE NUMBER:

DAYTIME:

NATIONAL INSURANCE NO.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If yes, please give details

Are you related to any elected Member of the Association's Executive Committee?

YES/NO

EMPLOYMENT PARTICULARS

Present or last Employer From to

Name & Address

Position held:

Gross Salary:

Additions:

Please give full details of any situations that have arisen which have resulted in you being interviewed in connection with or been the subject of, any abuse investigation or enquiry.

Are you normally in good health?

Number of days absent through illness in last 2 years:

Please give details of serious illness, operations or disabilities in the past ten years:

REFERENCES

Please give the name, address and telephone number of two persons to whom reference may be made, one of whom should be your present or last employer:

1.

2.

Notice required by present employer:

May your present employer be contacted if you are short-listed?

- **Please note that any offer of employment is subject to satisfactory references and a Criminal Records Bureau check**

**Please give a statement giving the reasons for applying for this post.
Include details of the responsibilities of your present post and draw out
relevant experience in respect of the post for which you are now applying.**

I believe the information given in this application is correct.

Signature:

Date:

Please return this application document to: Mrs Linda Leonard
Chief Executive
Sevenoaks Area Mind
34 St John's Road,
Sevenoaks, Kent TN13 3LW
☎ (01732) 459558

Sevenoaks Area Mind operates a No-Smoking policy in all its buildings.

Recruitment monitoring form

Sevenoaks Area Mind has an equal opportunities policy and is committed to fair and consistent treatment of all those who apply to work for us.

To help us monitor this policy we need to collect information, in confidence about the gender and ethnicity of all applicants and whether they consider themselves to have a disability. The information you provide will not be used in the recruitment process. It will only be use to produce statistical analyses of those who have applied.

Please would you complete and return the following form with your application form

Gender (Please tick)

Male	
Female	
Other	

Ethnic origin (please tick the box which you consider best applies to you)

White	
Asian or Asian British	
Black or Black British	
Mixed	
Other	

Do you consider that you have a disability?

YES	
NO	

Date of birth:

Thank-you for your co-operation