**Employment Application Form**

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| **Position applied for** |  |
| **Location** |  |
| **Where did you see this post advertised?** |  |

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| **Personal Details** | | | |
| **Pronouns** |  | **Telephone (home)** |  |
| **First name** |  | **Telephone (work)** |  |
| **Surname** |  | **Telephone (mobile)** |  |
| **Address** |  | **Email address** |  |
| **Are you willing to travel to family homes in the area?**  **Yes  No**  **Do you have the means to do so (e.g. use of car, public transport, etc.)?**  **Yes  No** | |
| **Postcode** |  |
| **Are you legally entitled to work indefinitely in the UK?**  **Yes  No** | | | |
| **If you answer is no, please give details of your employment status or work permit requirements:** | | | |

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| **Qualifications (most recent first)** | | |
| **Type of Qualification**  **(GCSE, NVQ, Degree, etc.)** | **Date achieved (year)** | **Where it was achieved** |
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| **Please provide details of any qualifications you are working towards.** | | |
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| **Training**  **Please give details of any training you have received to this job role.** | | |
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| **Employment History** | | | | | |
| **Employer** | **Job Title** | **Brief description of role** | **Reason for leaving** | **From (mm/yy)** | **To**  **(mm/yy)** |
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| **Please give details of any gaps in your employment history of longer than 2 weeks** | |
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| **Please insert your current salary** |  |
| **Please insert your current notice period** |  |
| **Please insert your current professional registration number and registering body** |  |

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| **Person Specification** |
| **Please explain in detail how you fulfil each of the headings on the Person Specification. If you wish, please add additional numbered sheets after this page up to a maximum of 4 typed A4 sides.**  **If you have had any experience and/or training in FFT please provide details (e.g. I have had 6 months FFT experience).** |
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| **References** | |
| * **Please provide full contact details of two work related referees who can comment on your suitability for employment.** * **References must cover all of your employment over the last five years and one referee must be your current or last employer.** * **If you have not been employed for all of the last five years and have been studying or volunteering then please provide the name of a referee from this.** * **If you have not been working, volunteering or studying for all of the last five years then please contact the HR department to discuss references.** * **Referees must not be friends or relatives.** * **If your referees don’t cover 5 years of employment, we may need to contact you to request additional references.** | |
| **Referee 1** | **Referee 2** |
| **Organisation** | **Organisation** |
| **Relationship to you** | **Relationship to you** |
| **Date from – to** | **Date from – to** |
| **Job title** | **Job title** |
| **Name** | **Name** |
| **Address** | **Address** |
| **Email** | **Email** |
| **Telephone** | **Telephone** |

**Can your referees be approached by FPM prior to interview?**

**Yes  No**

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| **Recruitment of ex-offenders and DBS disclosures** |
| This post is subject to a DBS check. Family Psychology Mutual complies fully with the DBS Code of Practice and will ensure that every applicant who is subject to a DBS Disclosure is made aware of the existence of the DBS Code of Practice, a copy of which will be made available on request.  Family Psychology Mutual will discuss any matter revealed in a Disclosure with the person seeking the position before making or withdrawing a conditional offer of employment.  Family Psychology Mutual wishes to assure all applicants subject to a DBS Disclosure that having a criminal record will not necessarily prevent them from being employed by us. Any decision to employ will depend on the nature of the position, the circumstances and background of any offences and how recently they were committed and a professional risk assessment. |

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| **This role requires a DBS check, please complete the declaration and agreement below:** |
| **Do you have any unspent convictions, cautions, reprimands or warnings?**  **Yes  No**  **Are you currently subject to criminal investigations or procedures?**  **Yes  No** |
| Family Psychology Mutual encourages all applicants called for interview to provide details of their criminal record prior to attending interview. Family Psychology Mutual requests that this information is sent under separate, confidential cover to the Head of Human Resources. Family Psychology Mutual will ensure that those in Family Psychology Mutual who are involved in assessing the relevance of a criminal conviction to a post have the skills and knowledge to do so. Family Psychology Mutual will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.Failure to reveal information about criminal convictions or other relevant non-conviction information immediately following a conditional offer of employment will normally lead to withdrawal of that offer. The information disclosed will be treated as confidential and will only be seen by appropriate individuals involved in the recruitment process.  If there are significant discrepancies between the information declared and the information on the Disclosure received, it will be necessary for Family Psychology Mutual to consider whether or not to withdraw a conditional offer of employment. We will discuss any matter revealed with the candidate prior to making a final decision. |
| **Accessibility** |
| At FPM, we endeavour to promote accessibility and will make reasonable adjustments to ensure you can attend the interview and access the application material.  **Are there any reasonable adjustments you would like to request from us at this stage?** |
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| **Equality & Diversity Monitoring Form** |
| Family Psychology Mutual is committed to recruiting, retaining and developing a workforce that reflects diversity at all grades. It is vital that we monitor and analyse diversity information so that we can ensure our processes are fair, transparent, promote equality of opportunity and do not have an adverse impact on any particular group.  Equality & Diversity data will not impact your application as all forms will remain confidential, kept separate from your application and not shared with the recruiting manager. |

**Equality & Diversity Monitoring Form**

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| **We are an equal opportunities employer and as such we ask all candidates to complete and return this Equal Opportunities Monitoring Form. If you prefer, you may return this form in a separate envelope.**  **The data gathered will help us to monitor the effectiveness of our equal opportunities policies and procedures. It will be held and processed separately to your application and in accordance with the Data Protection Act 1998.**    **THIS INFORMATION WILL HAVE NO IMPACT ON THE FINAL RECRUITMENT DECISION.**  In each section listed below, please choose one option by marking ‘X’ in the appropriate box. |

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| **Age** | | | | | | | |
| **16-24** |  | **25-29** |  | **30-34** |  | **35-39** |  |
| **40-44** |  | **45-49** |  | **50-54** |  | **55-59** |  |
| **60-65** |  | **Prefer not to say** | | |  | | |

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| **Disability** | | | | | |
| The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term adverse on an individual’s ability to carry out normal day-to-day activities.  **Do you consider that you have a disability?** | | | | | |
| **Yes** |  | **No** |  | **Prefer not to say** |  |

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| **Gender** | | | |
| **Male** |  | **Female** |  |
| **Non-binary** |  | **Intersex** |  |
| **Transgender** |  | **Prefer not to say** |  |
| **Other** |  | | |

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| **Marital or Civil Partnership Status** | | | |
| **Married** |  | **In a registered civil partnership** |  |
| **Not married/in a civil partnership** |  | **Separated** |  |
| **Divorced** |  | **Widowed** |  |
| **Prefer not to say** |  | **Other** |  |

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| **Ethnic Group** | | | |
| **African** |  | **Roma** |  |
| **Arab** |  | **White and Asian** |  |
| **Bangladeshi** |  | **White and Black African** |  |
| **Caribbean** |  | **White and Black Caribbean** |  |
| **Chinese** |  | **Any other Black background** |  |
| **English, Welsh, Scottish, Northern Irish or British** |  | **Any other Asian background** |  |
| **Gypsy or Irish Traveller** |  | **Any other White background** |  |
| **Indian** |  | **Any other Mixed background** |  |
| **Irish** |  | **Prefer not to say** |  |
| **Pakistani** |  | **Other** |  |

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| **Sexual Orientation** | | | |
| **Bisexual** |  | **Homosexual/Gay/Lesbian** |  |
| **Heterosexual** |  | **Prefer not to say** |  |
| **Other** |  | | |

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| **Religious Belief** | | | |
| **Buddhist** |  | **Hindu** |  |
| **Muslim** |  | **Sikh** |  |
| **Christian** |  | **Jewish** |  |
| **No religion** |  | **Prefer not to say** |  |
| **Other** |  | | |

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| **Declaration** |
| Returning this form to Family Psychology Mutual via email acts as your ‘email signature’ and signifies your agreement to the declaration below.  Please save this form using your name as the file name and send to the email address stated in the job advert.  Declaration  I confirm that the information I have given on this application form is a full and accurate record. I understand that the information will form part of any subsequent contract of employment and, if it is found to be false, I may be dismissed.  Signed: Date: |

**Please return your completed application form to:** [**recruitment@fpmcic.com**](mailto:recruitment@fpmcic.com)**.**