**A picture containing text, clipart

Description automatically generated**

**Application Form – Confidential**

Please complete all sections of the form.

It is important to read the Application Guidance Notes before completing this form. If you are applying for more than one post, please complete a separate application form for each post. Details of our vacancies can be found on our website: <https://www.fdamh.org.uk/news/jobs-and-opportunities/>

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| **Personal Details** | | | |
| Post applied for: |  | | |
| Title: e.g. Mr, Mrs Ms, Miss |  | Last Name: |  |
| First Name: |  | | |
| Home Address and Postcode: |  | | |
| Home Phone: |  | Mobile Phone: |  |
| Email Address: |  | | |
| Do you have a full driving licence? Yes / No | | | |
| Do you have access to a car? Yes / No | | | |

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| **Eligibility to Work in the UK** |
| If your application for this post is successful, you will be required to provide evidence of your legal right to work in the UK. |
| Do you have the legal right to work in the UK? Yes / No |

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| **Disability Confident Employer Scheme** |
| Do you consider yourself to have a disability? Yes / No |

Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. This question is asked to ensure that people with disabilities receive the opportunity of an interview if they meet the minimum criteria for the post applied for.

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| **Protection of Vulnerable Groups (Scotland Act 2007)** | |
| Are you a member of the PVG Scheme? Yes / No | |
| If yes, are you registered for: | Children  Protected Adults  Both |

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| **Membership of Professional Bodies** | | | | |
| Date | Name of Professional Body | Status of Membership | Level of Membership | Membership No. |
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| **Education History** | | | | |
| You will be required to provide original copies off all qualifications and certificates, relevant to the job specification, that you declare in this section. Please add additional rows if required. | | | | |
| Date To / From | Full / Part Time | Course / Subject | Grade / Level of Award | Place of Study/Awarding Authority |
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| **Work Related Training / Development** | | | |
| Please provide details of training undertaken that is relevant to the job applied for. You will be required to provide original copies of all qualifications, awards or certificates. Please add additional rows if required. | | | |
| Date Completed | Title / Description | Level of Award e.g., HNC | Workplace or Provider |
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| **References & Employment History** |

In order of most recent, please include details of employment held, including relevant volunteering or periods of unemployment.

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| **Present or Most Recent Employment** | | | |
| Job Title: |  | | |
| Date commenced employment: |  | Date of leaving: |  |
| Notice Period: |  | | |
| Reason for leaving: |  | | |

You will provide a description of this post under the next section – References.

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| **Previous Employment Details** | | | | |
| Date From: | Date To: | Employer’s name, address & postcode | Job title and details of post, duties and responsibilities | Reason for Leaving |
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| **References** |

Two references will be sought for successful applicants. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary. If you do not have two previous employers, please refer to our application notes.

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| **First Referee (your current / last employer)** | | | |
| Company Name: |  | Company Tel No: |  |
| Full Company Address: |  | | |
| Postcode: |  | | |
| Referee’s Full Name: |  | Referee’s Tel No: |  |
| Referee’s Job Title: |  | | |
| Email address: |  | | |
| May we approach this person prior to interview? Yes / No | | | |
| Please provide details of the post(s) you held under this referee, including job title(s), key duties, areas of responsibility and achievements: | | | |

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| **Second Referee** | | | |
| Company Name: |  | Company Tel No: |  |
| Full Company Address: |  | | |
| Postcode: |  | | |
| Referee’s Full Name: |  | Referee’s Tel No: |  |
| Referee’s Job Title: |  | | |
| Email address: |  | | |
| May we approach this person prior to interview? Yes / No | | | |
| Please provide details of the post(s) you held under this referee, including job title(s), key duties, areas of responsibility and achievements: | | | |

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| **Supporting Statement – Relevant Skills, Experience and Achievements** |
| Please state why you are applying for this position and detail how you meet the specific requirements of the job description and person specification. Please include the skills, experience and achievements you bring to this post highlighting any relevant experience you have of working with people with reduced mental wellbeing.   |  | | --- | |  | |

Please add an additional page if required.

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| **Recruitment Monitoring** |

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| Where did you see this vacancy advertised? |  |

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| I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I understand that false information or omissions may lead to the withdrawal of any offer of employment or dismissal from FDAMH without notice.  I understand the data contained in this application, together with information supplied by referees and/or relevant third parties (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment and selection, and if I become an employee, it will be used for employment purposes and company benefits schemes and that the information may be verified by FDAMH, in accordance with Data Protection legislation.  Completing your name below and emailing the application form will be accepted as your signature. | |
| Signed: | Date: |
| This application should marked ‘Private and Confidential’ and emailed to:  [**admin@fdamh.org.uk**](mailto:admin@fdamh.org.uk)  Alternatively, you can return your completed form to the following address, to reach us by the closing date:  **Administration**  **Falkirk & District Association for Mental Health**  **Victoria Centre**  **173 Victoria Road**  **Falkirk**  **FK2 7AU**  **Phone: 01324 671600**  **How we will use the information you provide**  Your application will be shared with members of the selection and interview panels.  If you apply for a job with us but are unsuccessful we will destroy your application and other data collected during the application process after 6 months – this allows us to respond to any queries we receive about the application process.  If you apply for a job with us and are successful your application form will remain in your employee file and will be subject to employee data retention policies.  For FDAMH’s full Privacy Policy please visit: [**www.fdamh.org.uk/privacy-policy/**](https://www.fdamh.org.uk/privacy-policy/) or ask us for a copy. | |

   