

Merton Mencap Application Form

To be completed in black ink or typed

Application for the position of _____

Personal details

Title:	First Name:	Surname:
Address:		
Postcode:	E-Mail:	
Tel No.:	Mobile:	

Are you able to travel to and from the place of work?: **Yes/No**

If appointed, when would you be able to start?: _____

Referees

Please give two referees, one of whom should be your present or most recent employer.

References will only be taken up if you are offered the post. We will inform you before we take up references.

Name: Address: Tel No: Occupation / Relationship:	Name: Address: Tel No: Occupation / Relationship:
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I declare that to the best of my knowledge the information provided by me in this form and any accompanying documents is true and correct. The information on this form may be processed in accordance with the Data Protection Act 1998.

Signed: _____
(type name if applying by on-line or by email)

Date: _____



We are a Disability Confident Employer
Please tell us, below, if you require any adjustments during our recruitment process.

Employment history

Please complete in reverse historical order, i.e. starting with your current/most recent employment and ending with your first employment. Please include both paid and unpaid jobs, and continue on a separate sheet if necessary. **Please explain any gaps in employment.**

From month & year	To month & year	Name of Employer	Position & Salary	Reason for leaving

Knowledge relevant to the position

List below examination results and professional qualifications and courses attended (include specialised knowledge and training). Please continue on a separate sheet if necessary.

Education and qualifications (Secondary School and beyond)

Date attended	Establishment attended	Course attended	Qualifications (if any)

Other courses attended which you consider relevant to your application:

Skills, knowledge & experience

Please refer to information about the position including the person specification & job description, and continue on a separate sheet if necessary.

About you

Please add any other information about yourself that you feel may be relevant and which has not been covered elsewhere in your application, for example any skills or personal qualities. Please continue on a separate sheet if necessary.

About this application

Please tell us where you learnt about this vacancy:

Please return this completed Application Form, together with our DBS Self-Disclosure Form as follows:

By post:

Merton Mencap
The Grange
1 Central Road
Morden
SM4 5PQ

By email:

info.merton@mertonmencap.org.uk