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# **Application form for a job with the company**

This is Mind the Gap’s application form to apply for a job with the company.

Please make sure you have read and understood everything you need to know by reading the recruitment information for the job you are applying for. This will normally include some General Recruitment Information, a Job Description, and Person Specification. This will include guidance about information we need to make a decision about whether to invite you for an interview.

If you need this application in a different format, or there is anything you don’t understand, then please email arts@mind-the-gap.org.uk, or telephone 01274 487390.

Please fill in this form by either typing the answers or handwriting with a pen.

**Application for: [please include the job title here]**

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## **Your details**

Name:

Address:

Postcode:

Phone:

Email:

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## **Education and training**

Please give details about any education and training you have done which are relevant to this job. Use the Job Description and Person Specification to decide what information to include here. Generally speaking, Mind the Gap does not make employment decisions based on qualifications, unless something is required for that job.

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## **Qualifications**

Please give details, if applicable:

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## **Employment history**

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### Please tell us about your current or most recent employer.

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Tell us about your responsibilities and tasks in this job:

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### **Previous employers**

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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## **Supporting statement**

Please tell us why you applied for this job and why you think you are the best person for the job. Check the General Recruitment Information before filling in this section, as there may be particular information we’ve asked you to include here. This may also say how much information to include here, for example an approximate number of words or page length. Sometimes you can provide this information in a different format, e.g. by creating a short video or audio recording (e.g. using a phone).

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## **Interview arrangements, access and availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Normally, the planned interview date is included in the Recruitment Information. Please tell us here if you are unable to make that date, and any other dates when you are not available for interview.

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If offered this job, when can you start working for us?

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## **Right to work in the UK**

As an employer Mind the Gap is legally required to check anyone working for the company is allowed to work in the UK.

Do you need a work permit to work in the UK? Yes / No

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**References**

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

### Please tell us their name, job title, address, email address and telephone number

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### Referee 2

### Please tell us their name, job title, address, email address and telephone number

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## **Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

**Please send your completed application to:**

**By email:**

arts@mind-the-gap.org.uk

(please make sure you include the Job Title in the subject line)

**By post:**

Check the Recruitment Information to see what name to send this to.

Mind the Gap, Unit 2 The Silk Warehouse, Patent Street, Bradford BD9 4SA

**What happens now?**

Once we have received your application it will be reviewed by a panel of Mind the Gap staff. Any information we receive will only be used for this purpose. It will be kept secure in either a computer folder on our secure server that can be accessed only by named staff, or in a locked filing cabinet (paper applications will be scanned and stored on our secure computer server). Once we have completed our recruitment process, any applications received from unsuccessful applicants will be kept for 3 months and then permanently deleted or shredded.

***THANK YOU FOR YOUR INTEREST IN MIND THE GAP
AND GOOD LUCK WITH YOUR APPLICATION!***