

Date as Postmark

Dear Applicant

Re: Application Pack

Thank you for your enquiry. We have pleasure in enclosing a job application pack (including Application form, guidance notes, job description and job specification). Please return your completed application form by the specified closing date.

In order to ensure we use our resources efficiently we shall not be writing to you again unless you are invited to attend an interview.

CRIMINAL RECORDS INFORMATION

The following information is given to you in accordance with the Police Act 1997 and the requirements of the Criminal Records Bureau.

Midland Mencap is exempt from the Rehabilitation of Offenders Act 1974; therefore if you are offered employment, you will be subject to a criminal record check 'Disclosure' from the Criminal Records Bureau before the appointment is confirmed. This post you are applying for is subject to an Enhanced Disclosure.

The Enhanced Disclosure contains details and dates of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer. If you are applying for a position working with children, the Enhanced Disclosure will also reveal whether you are barred from working with children by virtue of your inclusion on a list (held by The Department of Health) of those considered unsuitable to work with such people. The Enhanced Disclosure also contains non-conviction information from local police records if it is thought to be relevant to the position being applied for.

Further information on Disclosure is available from www.disclosure.gov.uk. In addition, there is a Government Code of Practice available on the Disclosure of Criminal Records. If you wish to see a copy, please call 0121 4422944.

At your interview, you will be required to disclose any criminal record you have. Please note that Midland Mencap welcomes employees with a variety of backgrounds. Criminal records will be reviewed and only taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a role with us.

DISABILITY ADJUSTMENTS

As a disability charity, Midland Mencap is keen to promote the recruitment of people with a disability. If you have a disability and would like the opportunity to discuss the role, please contact Head Office on 0121 4422944. If you

require an application pack with bigger typeface, or have any other suggestions as to how we may assist you in your application, please do not hesitate to contact us.

Thank you for the interest that you have shown in Midland Mencap and people with a learning disability.

Yours sincerely

Eleanor Lea
Office Administrator
midland mencap
The voice of
learning disability

Section 2: Education (from age 11 years)

Successful applicants may be required to provide proof of qualifications.

Dates	Full / Part time	School, College, University attended	Subject(s)	Grade/Qualification attained

Training:

Please list any relevant training or qualifications you have achieved.

Year	Organising Body	Course Title	Length of course

Membership:

Please indicate membership to any organisation appropriate to the position applied for.

Organisation Name	Type of Membership	Was entry gained through examination (if so, state final exam year)

Section 3: Employment History

Current/Last Employment:

Job Title:	
Employer Name: Address:	
Date Appointed:	
Date of Leaving:	
Reason for leaving:	
Basic Pay:	
Notice Period:	

Please give brief description of your duties and responsibilities:

Previous Employment:

Please include relevant voluntary work/career breaks/periods of unemployment. Start with the most recent including the past 20 years.

Dates of employment				Employer Name and Address	Job Title (please list duties)	Reason for Change
From		To				
Month	Year	Month	Year			

Section 4: Relevant Skills, Abilities, Knowledge and Experience

This section must be completed fully. Please include duties and responsibilities in current or previous employment and outline how these will meet those of the position you are applying for. Give your reasons for applying and offer details of other work experiences gained (voluntary/career breaks), relevant to this position. Use an additional A4 sheet if required, no more than 1 side.

A large empty rectangular box with a black border, intended for the applicant to provide details of their relevant skills, abilities, knowledge, and experience.

Section 5: References

Successful applicants will only be offered employment subject to receipt of 2 satisfactory references. If you do not wish an ex-employer to be contacted, please state which one and give your reasons why.

Name of Referee: (most recent employer)	
Referee's position in company:	
Company Name:	
Address:	
Telephone No:	
Known to you in what capacity:	<input type="checkbox"/> Manager <input type="checkbox"/> Colleague <input type="checkbox"/> Other (please state below)
This referee can be contacted prior to interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, please state reason below)

Name of Referee:	
Referee's position in company:	
Company Name:	
Address:	
Telephone No:	
Known to you in what capacity:	<input type="checkbox"/> Manager <input type="checkbox"/> Colleague <input type="checkbox"/> Other (please state below)
This referee can be contacted prior to interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, please state reason below)

I hereby declare that the information provided within this form is full and true to the best of my knowledge. I understand that if it is found that I have knowingly withheld information or that information is found to be inaccurate which relates to my position within the organisation, it may be sufficient cause for rejection (at application level) or potential for dismissal (if employed).

If unsuccessful, I give consent for Midland Mencap to hold my personal details on file for a period of six months from the date shown below with the understanding that it will be destroyed after this time. Should I accept any offer of employment, I understand that the details may be forwarded to the bodies responsible for registering and/or funding their services and will be retained even after employment has ceased. I understand that this information will be kept secure and confidential at all times to comply with the requirements of the Data Protection Act (1998).

Signed: _____

Date: _____

Print Name: _____

Please refer to the next page for legal requirements under the Immigration, Asylum and Nationality Act (2006).

Immigration, Asylum and Nationality Act 2006

Under section 8 of the Immigration, Asylum and Nationality Act (2006) we are required to ask for proof of identification from all potential employees to ensure that they have the right to work in the UK. If called for interview you **MUST** provide one of the following combinations:

Any **One** of the following documents stated in List 1.

LIST 1

- A passport showing that you are a British citizen, or have a right of abode in the United Kingdom
- A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to you as a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work we are offering you if you do not have a work permit.
- An Application Registration Card issued by the Home Office to you if you are an asylum seeker stating that you are permitted to take employment..

OR

LIST 2

1st combination:

- **Essential** - A document giving your permanent National Insurance Number and name. This can be a P45, P60, National Insurance card, or a letter from a Government agency.

Together with ONLY ONE of the following documents in List 2

- A full birth certificate issued in the United Kingdom, which includes your name and the names of your parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that you are a British citizen OR
- A letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no time limit on your stay OR
- A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, **and** allows you to do the type of work we are offering OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that you can stay in the United Kingdom, **and** allows you to do the type of work we are offering.

2nd combination:

- **Essential** – A work permit or other approval to take employment that has been issued by Work Permits UK.

Together with ONLY ONE of the following documents

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question OR
- A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

It will be unacceptable to provide one document from List 1 and one document from List 2. Both documents provided must be from EITHER List 1 OR List 2 as stated.

NB: ALL DOCUMENTS MUST BE ORIGINALS

Midland Mencap makes offers of employment on condition that staff can provide appropriate documentation to demonstrate they are eligible to work within the UK.

Application Guidance Notes

Thank you for your interest in Midland Mencap. We are a fast growing organization affiliated to Royal Mencap - helping those with learning disabilities – and we are seeking highly motivated employees that can help us continually grow and improve.

Please ensure that you read through these guidance notes thoroughly before completing the application form. If you have any questions regarding the form, please contact our head office on 0121 442 2944.

The application form plays an important part in the selection process; it gives you an opportunity to sell yourself, allowing you to detail your up-to-date work history, responsibilities, length of service, your reasons for leaving, educational background, qualifications, references and your reasons for applying for a particular role. Decisions to shortlist candidates for interview are made solely upon the information you supply and the form provides a basis for the interview itself, so the level of detail you provide us with is extremely important. Curriculum Vitae (CVs) alone will not be accepted however, we will accept CVs alongside a fully completed application form.

In order for an application to be considered, there are a few guidelines which must be followed. These notes are designed to assist you in completing the application form fully, so that your application will be more likely to be one that we will select for an interview.

It is our policy to only accept applications for open positions, which are usually open for four weeks. Openings are posted within the organisation and through certain recruitment agencies and/or the Job Centre, dependant upon the type of vacancy we are looking to appoint. You can also call the office during business hours (from 08:30 to 17:30, Monday to Friday) to find out what positions are open.

Section 1: Personal Details

This first page lets us know basic information about you;

- Full Name
- Position applying for
- Contact telephone number
- Address
- National Insurance No.

This page allows you to let us know how you found out about Midland Mencap. Our applicants come to us in a variety of ways, and we are interested in finding out which of these are most effective. Please take the time to let us know how you heard about the employment opportunities at Midland Mencap.

We also ask for any criminal convictions to be declared and confirmation that you are entitled to work within the UK. (Please see last page of application form regarding documentation required under the Asylum and Immigration Act). Midland Mencap as an organisation is exempt from the Rehabilitation of Offenders Act (1974).

Section 2: Education

This section allows you to detail to us your educational history, including any qualifications you may have attained, any relevant training you may have successfully completed and any memberships you may have to professional organizations in relation to your previous roles and the role you are applying for.

Section 3: Employment History

Your employment history is an important part of the recruitment process. Being able to see your past experiences (including relevant voluntary work and any breaks in employment) helps us to decide how suitable you will be to the role you are applying for. Please give details as accurately as possible.

Section 4: Relevant skills, abilities, knowledge and experiences

Learning about your past experiences and the skills you have attained enables us to gain an insight into your working life so far and allows us to reflect on your communication skills and any significant achievements you may have gained. This section allows you to refer to any voluntary experiences and/or any personal experiences (additional education, career break to have children, hobbies etc) which may be relevant to your job application. We would encourage you to think carefully about what evidence you can provide to demonstrate the skills and knowledge you have to bring to the position. Please make specific reference to the job description and person specification when completing this section.

Section 5: References

Should you be selected for interview, we will need to seek two reference requests from past employers/education. Please ensure that the referee section is filled in fully and correctly. **Offers of employment will only be given on receipt of two satisfactory references.**

- Employment References – please provide referee(s) details to cover recent employment.
- Academic References – if you have recently left education and do not have previous employment history, please give details of the school/college/university and you tutor's contact details.
- Character Reference – if you do not have any previous employment history, please provide details of a person known to you who can offer a character reference.

Declaration

Lastly, we ask that you sign and date your application. There are two statements that must be read, and your signature shows us that you have read and understood these statements. It is your declaration of the validity of the information you have provided and confirms that misleading information would give sufficient grounds of termination of employment.

An unsigned application cannot be considered.

Asylum and Immigration Act (1996)

Under Section 8 of the Asylum and Immigration Act, we are obliged to ask for documentation to confirm your eligibility to work within the UK. This part of the recruitment process is of great importance and we have the right to refuse any appointment of position without the correct legal documentation, so please ensure that you have the relevant identification documents to hand, as detailed in this page. You will be required to bring these documents with you at interview stage.

CHECKLIST

Before sending in your application, read it over at least once to be sure that you have not missed anything important. Be sure that you have identified yourself and described your employment history in detail.

Lastly, be certain that these three items are completed properly:

- Full Name and contact details
- Position sought
- Signature and date on back page

If any of these items are omitted, the application will not be considered.

YOU ARE FINISHED!

If you have followed these guidelines, your application should be complete and filled out correctly. Now all you have to do is return it to us. **The address is Midland Mencap 171 Alcester Road, Moseley, Birmingham, B13 8JR.** Your application will be kept for up to 6 months from the receiving date. It is not necessary to call and check on your application status. If we have an interest in seeing you for an interview, we will call the phone number that you provide. If we cannot get in touch with you that way, we will send out a letter indicating for you to call us.

I look forward to receiving your application. Good Luck!