

# Merton Mencap Application Form

To be completed in black pen or typed



Application for the post of: \_\_\_\_\_

## Personal Details

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>		
<b>Postcode:</b>	<b>E-Mail:</b>	
<b>Tel No.:</b>	<b>Mobile:</b>	

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.

Tick if you are happy for us to approach your referees: **Referee 1**  **Referee 2**

<b>Name:</b>
<b>Address:</b>
<b>Tel No:</b>
<b>Occupation / Relationship:</b>

<b>Name:</b>
<b>Address:</b>
<b>Tel No:</b>
<b>Occupation / Relationship:</b>

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: \_\_\_\_\_ Date: \_\_\_\_\_

*(type name if applying by email):*



Merton Mencap has been awarded the Disability Symbol. This means we are committed to the following five principles:

- We will interview all applicants with a disability who meet the minimum criteria for a job vacancy and we will consider them on their abilities
- We will ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- If employees become disabled, we will make every effort to make sure they stay in our employment
- We will take action to ensure our employees develop the appropriate level of disability awareness needed to make these commitments work
- Each year, we will review our five commitments and what we have achieved, and plan ways to improve on them.

## Employment History

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

Name & Address of Employer	Position Held & Salary	From (month & year)	To (month & year)

## Knowledge relevant to the post

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)

Establishment attended	Course attended	Qualifications (if any)	Dates attended

Other courses attended which you consider relevant to this post:

## Experience

Please use this section to give details of any experience and/or training which you believe may be relevant to this post. Make sure you use the background information we have sent you and in particular address the points mentioned in the Person Specification. Please continue on a separate sheet if necessary.

## About Yourself

Please add any other information about yourself that you feel may be relevant and which has not been covered elsewhere in the application. Include any skills or personal qualities you have which you feel could be important in doing the job. Please continue on a separate sheet if necessary.

## About this application

Please tell us where you heard about this vacancy:-

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Please return your completed application form, together with the 'CRB Self-Disclosure Form' and 'Equal Opportunities Monitoring Form':

### By post:

Merton Mencap  
Wilson Hospital  
Cranmer Road  
Mitcham  
CR4 4TP

### By email:

[info.merton@swlondonmencap.nhs.uk](mailto:info.merton@swlondonmencap.nhs.uk)