# A picture containing dark Description automatically generatedRe: Rochdale and District Mind Vacancy

Dear Candidate,

Thank you for your enquiry regarding working at Rochdale and District Mind.

If you wish to apply for the advertised post(s) please complete the enclosed application form and the separate recruitment monitoring form and return them to [johnconsterdine@rochdalemind.org.uk](mailto:johnconsterdine@rochdalemind.org.uk) or by post to the address below.

**Please Note:** The shortlist for interviews is primarily based on your personal statement, demonstrating how you meet the criteria set out in the person specification and the ways in which your qualifications and experience meets the job description and personal qualities. **CVs are not accepted.**

The closing date for applications can be found on the job advert, at the link below, alongside shortlisting and interview dates.   
<https://www.rochdalemind.org.uk/get-involved/job-vacancies/>

Candidates who are shortlisted will be contacted by email or phone to invite to interview. Interviews may take place over Zoom due to Covid restrictions. Unfortunately, we are unable to contact applicants who are not shortlisted.

We will ask all applicants invited to interview to provide us with documentary proof that you are eligible to work in the UK and for the relevant qualifications for the post.

We will only take up references post interview. Any appointment will be subject to satisfactory references and an enhanced DBS check.

Yours sincerely,

John Consterdine  
Rochdale and District Mind  
3-11 Drake Street  
Rochdale  
OL16 1RE

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Description automatically generated**Application for Employment with Rochdale and District Mind**

**PERSONAL DETAILS (in block letters)**

**ROLE APPLYING FOR:**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: Home: \_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees**

Please give the names and addresses, telephone and email details of two referees, who should not be related to you and one of whom should be your present or most recent employer or supervisor (where applicable). If you do not have a current or previous employer, a college/school tutor or supervisor at a voluntary placement will suffice, if you still have concerns please contact us to discuss other options.

**References will not be taken up unless a provisional offer of employment is made.**

|  |  |
| --- | --- |
| 1. **Current Employer/Supervisor** | 1. **Previous Employer/Supervisor** |

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Description automatically generatedWork Permit**  
Do you require a work permit to work in the UK? (Please tick one):  Yes  No

**Working in the UK**Are you eligible to take up this post? (Please tick one):  Yes  No

**National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disclosure Barring Service check**

**All prospective employees of Rochdale and District Mind will be required to complete an enhanced DBS check and provide two satisfactory references before any period of employment begins. This is in line with our safeguarding policies and procedures.**

This role involves access to vulnerable groups and is therefore exempt from section 4(2) of the Rehabilitation of Offenders Act 1974. By law, you must disclose below details of any court convictions, cautions, reprimands and final warnings (including any considered ‘spent’). If you have no convictions, cautions, reprimands and final warnings, then write ‘None’:

As the role for which are applying will include working with vulnerable people, it will be necessary to carry out an enhanced DBS Application. Rochdale and District Mind will not be provided with the results of the DBS Disclosure Application, but rather these will be sent only to you and to the registered organisation who carry out DBS checks on our behalf. However, any job offer made by Rochdale and District Mind will be conditional upon you disclosing and discussing with our organisational representative the contents of the DBS disclosure and by signing and submitting this Application Form, you agree to do so. If any offences are disclosed, then Rochdale and District Mind will decide whether any job offer made should be withdrawn in line with the Recruitment of Ex-offenders and Disclosure Barring Service (DBS).

Disclosure Policy.

I declare that all the information given on this application to the best of my knowledge is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Do you have an existing personal relationship with any member of staff or volunteer at Rochdale and District Mind?**  Yes  No

If so, please state the nature of your relationship (Family, Friend, etc.) and name of the member of staff or volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please give details of your educational qualifications and experience, including subjects and short courses taken, where appropriate. You may use additional sheets for this section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of  University/College** | **Qualification Undertaken** | **Years from - to** | **Grade Achieved** |
|  |  |  |  |

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Description automatically generated**CURRENT AND PREVIOUS EMPLOYMENT**

Please include paid and unpaid work and list the most recent first. You are required to reasons for leaving and information relating to any gaps in employment. You may use additional sheets for this section.  
**CVs will not be accepted as part of your application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Job title & brief details of responsibilities | From | To |
|  |  |  |  |  |

**NOTICE PERIOD REQUIRED FOR CURRENT POST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description automatically generatedPlease demonstrate below how you meet each of the criteria listed in the “Person Specification”, including examples of evidence. **Your ability** **to** **meet the “Person Specification” criteria as much as possible is the only basis on which applicants will be short-listed**. It is preferable that this part of the form is word processed or typed. You may use two additional sheets for this section.

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