Position Applied for: Support & Education Mentor

Date:

**Please complete this form fully using black ink or type. C.V.s are not accepted.**

 **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE**

**SECTION 1: PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE: |  | FULL NAME: |  |
| OTHER NAMES: |  | D.O.B: |  |
| TELEPHONE: |  | MOBILE: |  |
| ADDRESS: |  |
|  |
| POST CODE: |  | EMAIL: |  |
| NATIONAL INSURANCE NUMBER: |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| CAN WE CONTACT YOU AT WORK? | YES ☐ | NO ☐ |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | YES ☐ | NO ☐ |
| WHAT HOURS ARE YOU APPLYING FOR? | FULL-TIME ☐ | PART-TIME☐ |
| DO YOU HOLD A FULL, VALID AND CLEAN DRIVERS LICENCE?  | YES ☐ | NO ☐ |

**If you are successful you will be required to provide relevant**

**evidence of the above details prior to your appointment.**

**SECTION 2: PRESENT EMPLOYMENT**

**Present employment: (if unemployed please give details of last employer)**

|  |  |
| --- | --- |
| NAME OF EMPLOYER: |  |
| ADDRESS: |  |
|  |
|  |
| POST CODE: |  |
| JOB TITLE: |  |
| START DATE: |  | END DATE: |  |
| SALARY: |  |
| NOTICE PERIOD: |  | LAST DAY OF SERVICE: |  |
| REASON FOR LEAVING: |  |
| DID YOU RECEIVE REDUNDANCY OR RETIREMENT BENEFIT?  | YES ☐ | NO ☐ |
| BRIEF DESCRIPTION OF DUTIES: |
|  |

**CONTINUE ON A SEPARATE SHEET IF NECESSARY**

**SECTION 3: PREVIOUS EMPLOYMENT**

**Please record most recent employer first. You must provide a full employment history, explaining any gaps in your employment.**

**1.**

|  |  |
| --- | --- |
| NAME OF EMPLOYER: |  |
| ADDRESS: |  |
|  | POST CODE: |  |
| JOB TITLE: |  |
| START DATE: |  | END DATE: |  |
| BRIEF DESCRIPTION OF DUTIES: |
|  |

**2.**

|  |  |
| --- | --- |
| NAME OF EMPLOYER: |  |
| ADDRESS: |  |
|  | POST CODE: |  |
| JOB TITLE: |  |
| START DATE: |  | END DATE: |  |
| BRIEF DESCRIPTION OF DUTIES: |
|  |

**3.**

|  |  |
| --- | --- |
| NAME OF EMPLOYER: |  |
| ADDRESS: |  |
|  | POST CODE: |  |
| JOB TITLE: |  |
| START DATE: |  | END DATE: |  |
| BRIEF DESCRIPTION OF DUTIES: |
|  |

**4.**

|  |  |
| --- | --- |
| NAME OF EMPLOYER: |  |
| ADDRESS: |  |
|  | POST CODE: |  |
| JOB TITLE: |  |
| START DATE: |  | END DATE: |  |
| BRIEF DESCRIPTION OF DUTIES: |
|  |

**SECTION 4: EDUCATION**

**Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.**

|  |  |  |  |
| --- | --- | --- | --- |
| **COLLEGE/UNIVERSITY** | **COURSE/LEVEL** | **GRADES** | **DATE OBTAINED** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL** | **SUBJECT/LEVEL** | **GRADES** | **DATE OBTAINED** |
|  |  |  |  |

**CONTINUE ON A SEPARATE SHEET IF NECESSARY**

|  |
| --- |
| **PROFESSIONAL OR MANAGEMENT QUALIFICATIONS** |
| PROFESSIONAL/TECHNICAL/ MANAGEMENT QUALIFICATIONS  | COURSE DETAILS | DATE |
|  |  |  |
| **MEMBERSHIP OF ANY PROFESSIONAL ASSOCIATIONS- PLEASE STATE LEVEL OF MEMBERSHIP:**  |
|  |

**SECTION 5: TRAINING AN DEVELOPMENT**

**Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.**

|  |  |
| --- | --- |
| **TRAINING PROGRAMME OR COURSE** | **DURATION OF COURSE AND DATE COMPLETED** |
|  |  |

**CONTINUE ON A SEPARATE SHEET IF NECESSARY**

**SECTION 6: INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES**

**(e.g. hobbies, sports, club memberships, community contribution, what you are good at or enjoy doing).**

Support*ed* endeavours to match employees with the people we support this information will assist us with this process.

|  |
| --- |
|  |

**SECTION 7: ABOUT YOU**

We need to get an idea of who you are as a person to help us match you with someone we support.

Please use the following as a guide to help you to tell us about yourself. The more information you are willing to give us the better as it will help us with the matching process (use additional sheets if required).

|  |
| --- |
| **How would your friends describe you?**  |
|  |
| **What personal qualities do you have that you think would be useful in this job?**  |
|  |
| **What life experiences have you had that have made you the person you are today?**  |
|  |

|  |
| --- |
| **What resources do you have to bring to a person’s service e.g. knowledge of places to go & things to do; contacts and links to clubs, organisations and groups you have in your community that you might be able to share?**  |
|  |
| **What would you bring to the working of the team?**  |
|  |
| **What could you bring to a person’s life whilst working on a one to one basis with them?**  |
|  |

**Signed:**

**Date Completed and Sent:**