



Mind in Harrow

APPLICATION FORM

Job applied for:	Mental Health User Involvement Coordinator - Maternity Cover
Where did you hear of this vacancy?	

Personal details:

Surname:	Full First Names:
Telephone No. (home or mobile)	Telephone No. (work)
Address:	
	Postcode:

Can we ring you at work? **YES / NO**

References:

Please give names and addresses of two people, not related to you, to whom we may apply for references. One should be your present or recent employer. The second referee may be a personal referee but not a member of your family.

Reference 1 (present or recent employer)	Reference 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

May we approach the above individuals without further reference to you? **YES / NO**

Availability:

When would you be able to take up a new appointment?	
--	--

Please note that CV's will not be accepted.

Education and Qualifications:

Please list any relevant educational or training achievements:

College / Centre	Dates		Education / Training Completed
	From	To	

Present employment or most recent (Paid or voluntary):

Job Title:
Period of work (from and to):
Reason for leaving:
Employer's name & address:
Description of main responsibilities:

Employment history:

Please give details of your previous paid or voluntary employment (start from the most recent).

Name and Address	Dates		Brief Description of Work
	From	To	

Mental Health Awareness:

Please state briefly what you understand by the term mental health problems, their causes and available treatments.

Police Checks

Because Mind in Harrow works with vulnerable people, it is our policy to carry out police checks on all staff and volunteers. Acceptance of the post is subject to a satisfactory police check. If you have had a police check in the past year, please send it in a separate envelope marked **Private: For the Attention of Mark Gillham, Deputy CEO, Mind in Harrow, 8 Havelock Place, Harrow HA1 1LJ.** We will return it to you.

Supporting Statement

Please use this space to explain why you are interested in this position by addressing all the criteria in the person specification. You need to give evidence or examples to show that you fulfil the criteria in the same order as the person specification. If you need extra space please limit it to one side of A4 paper and attach it to the application form.

We will be shortlisting on the basis of these criteria.

Please return your completed form to: Recruitment Admin, Mind in Harrow, 8 Havelock Place, Harrow HA1 1LJ. e: info@mindinharrow.org.uk

Signed..... Date.....