

**MAP APPLICATION FORM**

*Please complete all sections of this form. Please* ***do not*** *include a separate CV as this will not be used for short-listing.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE DETAILS** | | | | | | | | | | | | | |
| **ROLE:** | | | | | | | | | | | | | |
| **LOCATION:** | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | |
| Forename(s) | | | | | | Family/Last Name | | | | | | | |
| Known as | | | | | | Pronouns | | | | | | | |
| Address Line 1 | | | | | | | | | | | | | |
| Address Line 2 | | | | | | | | | | | | | |
| Address Line 3 | | | | | | Postcode | | | | | | | |
| Email | | | | | | | | | | | | | |
| Phone (mobile) | | | | | | Phone (home) | | | | | | | |
| **RECRUITMENT SOURCE** | | | | | | | | | | | | | |
| Please state where you first saw our vacancy advertised to assist us with future recruitment: | | | | | | | | | | | | | |
| **2. EDUCATION, QUALIFICATIONS AND MEMBERSHIPS** | | | | | | | | | | | | | |
| *NB: The job description forms the basis for short-listing; only information explicit on completed application forms will be considered.* | | | | | | | | | | | | | |
| **From** | | **To** | | | **Educational Establishment** | | | | | **Qualification, Grade and Dates** | | | |
|  | |  | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | |
| **Any professional training undertaken, certificates obtained or professional qualifications**  **(***do not include one day/occasional items***)** | | | | | | | | | | | | | |
| **Qualification/Training** | | | | **Training Establishment** | | | | **Length of Course** | | | | **Dates** | |
|  | | | |  | | | |  | | | |  | |
| **3. CURRENT OR MOST RECENT WORK EXPERIENCE (PLEASE INCLUDE VOLUNTARY WORK)** | | | | | | | | | | | | | |
| Name of Employer | | | | | | Job Title | | | | | | | |
| Address | | | | | | Start Date | | | | | | | |
| Leaving Date | | | | | | | |
| Reason for Leaving or notice period | | | | | | | |
| Salary | | | | | | | |
| Please describe your duties and responsibilities | | | | | | | | | | | | | |
| **4. PREVIOUS WORK EXPERIENCE INCLUDING VOLUNTARY WORK – PLEASE ENSURE YOU EXPLAIN ANY GAPS IN EMPLOYMENT** | | | | | | | | | | | | | |
| **Dates**  **Month/Year** | | | **Employer Name and Address** | | | | **Summary of Position & Duties** | | | | | | **Reason for Leaving** |
| **From** | **To** | |  | | | |  | | | | | |  |
|  |  | |  | | | |  | | | | | |  |
| **5. SUPPORTING STATEMENT** | | | | | | | | | | | | | |
| Please provide information to support your application.  *No assumptions will be made about your experience. It is vital that you tell us how you fulfil the requirements of the job description with clear evidence and examples.*  *Continue on a separate sheet if necessary.*  ***No more than two sides of A4.*** | | | | | | | | | | | | | |
| **6. ELIGIBILITY TO WORK IN U.K.** | | | | | | | | | | | | | |
| Do you need a Work Permit to take up employment in the UK? | | | | | | YES | | | | | NO | | |
| If not, please state your N.I. Number: | | | | | |  | | | | | | | |
| **7. MAP SERVICES** | | | | | | | | | | | | | |
| Have you been a service user of MAP?  (A service user is someone who has accessed our services) | | | | | | YES | | | | | NO | | |
| Are you a current service user at MAP? | | | | | | YES | | | | | NO | | |
| **8. RELATIONSHIPS** | | | | | | | | | | | | | |
| Are you related to an employee or Trustee of MAP? | | | | | | YES | | | | | NO | | |
| If YES please provide details: | | | | | |  | | | | | | | |
| **9. REFERENCES** | | | | | | | | | | | | | |
| Please give the names and addresses of at least two people to whom reference can be made, one of whom should be your present employer/line manager (if employed). Your references must cover a minimum three-year period. Please state the capacity in which the referee is known to you **(references from work colleagues, friends or relatives will not be accepted)**. Please continue on a separate document if needed. MAP reserves the right to contact any previous employer to verify your employment history. ***References will be taken up after interview.*** | | | | | | | | | | | | | |
| Name | | | | | | Name | | | | | | | |
| Company | | | | | | Company | | | | | | | |
| Address | | | | | | Address | | | | | | | |
| Phone | | | | | | Phone | | | | | | | |
| Email | | | | | | Email | | | | | | | |
| Relationship to you | | | | | | Relationship to you | | | | | | | |
| **10. CRIMINAL CONVICTIONS** | | | | | | | | | | | | | |
| Applicants are required to complete the separate **Self Disclosure Form** for either Non-Regulated Activity/Work or Regulated Activity/Work. Please submit the relevant form with your completed application. | | | | | | | | | | | | | |
| **11. MONITORING** | | | | | | | | | | | | | |
| MAP is committed to improving equality of opportunity for disabled people and has been awarded the Disability Confident logo. We offer a guaranteed interview for applicants who have a disability and who meet the criteria of the person specification for the role.  Applicants are requested to complete the separate **Recruitment Monitoring Form** to enable MAP to monitor recruitment and diversity. This includes confirming if you have a disability. Completion of this form is voluntary and the information provided will be treated as confidential.  The form will be kept separate from your application and other than confirmation of a disability (excluding the details) the shortlisting panel will not use this information in the selection process.  Thank you for your help with this. | | | | | | | | | | | | | |
| **12. DECLARATION** | | | | | | | | | | | | | |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. | | | | | | | | | | | | | |
| Signature | | | | | | | | | Date | | | | |
| **13. SUBMITTING YOUR APPLICATION** | | | | | | | | | | | | | |
| Please submit the following to [HR@map.uk.net](mailto:HR@map.uk.net):   1. Completed application form 2. Self Disclosure Form 3. Recruitment Monitoring Form (optional)   Please be aware our emails sometimes get caught in spam filters – please check your junk folder if you have not received a reply to confirm receipt of your application and any further correspondence regarding the outcome. | | | | | | | | | | | | | |