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| **Please complete in type or black ink** |

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| **Application for the appointment of:** | LGBTQ PoC Development Manager |

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| **PERSONAL DETAILS (IN BLOCK CAPITAL LETTERS)** |

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| **SURNAME & TITLE** | | |  |  | | |  | **ADDRESS** |  | | |
|  | | | | | | | |  | | | |
| **Pronouns** | | |  |  | | |  |
|  | | |  |  | | |  |
| **FIRST NAME** | | |  |  | | |  |
|  | | | | | | | | | |  | |
| **TEL Home:** | |  | | | **Work:** |  | | | **Mobile:** |  | |
|  |  | | | | | | | | | | |
| **Email** |  | | | | | | | | | | |
|  | | |  | | | | | | | | |
| If you are currently employed, may we contact you discreetly at work? | | | | | | | | | | | Yes/No |

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| **EDUCATION AND TRAINING** | | |
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| Please give details of your educational qualifications and experience including short courses where appropriate. Please continue on additional sheets if you need to expand this section. | | |
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| **Venue** | **Date** | **Courses/Qualifications** |
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| **EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)** |
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| **List in date order with present or most recent first** |
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| Please continue on additional sheets if you need to expand this section. |

| **Name and Address of Employer** | **Job title and brief description of responsibilities** | **From** | **To** | **Reasons for leaving** |
| --- | --- | --- | --- | --- |
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| If you are currently employed, please state your notice period: |  |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST** |
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| This is the most important part of the form. The person specification lists the knowledge and skills you need to do the job. These will not necessarily be gained through paid employment. They can also be gained through voluntary work and life experience. We recognise that structural barriers may have prevented an LGBTQ Person of Colour from gaining all of the professional experience listed in the person spec above so if you think this role really is for you then please do still apply. We are open to learning on the job and supporting the development of the successful candidate so that they are able to do the job to the best of their ability |
|  |
| When completing this section it is useful to use the criteria listed in the person specification as headings and under these please give examples by referring to your professional, academic, personal life or voluntary work. Use extra sheets if you need to and make sure they are clearly marked with your name and the title of the job for which you are applying. |
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| **Knowledge, skills and experience relevant to the post: Statement** |
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| **Knowledge, skills and experience relevant to the post (continuation)** |
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I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

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| Signature |  | Date: |  |

| **REFERENCES** | | | | | |
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| Please give details of two people to whom we can apply for references concerning your suitability for this post. One of these should be your current or most recent employer. Please note we **DO NOT** accept friends or family members as referees. If you do not wish us to contact either referee before informing you, please make this clear. Any offer of employment will be subject to satisfactory references. | | | | | |
|  | | | | | |
| Name: |  | | Name: |  | |
|  |  | |  |  | |
| Job Title: |  | | Job Title: |  | |
|  |  | |  |  | |
| In what capacity do you know them? |  | | In what capacity do you know them? |  | |
|  |  | |  |  | |
| Address: |  | | Address: |  | |
|  |  | |  |  | |
| Post code: |  | | Post code: |  | |
|  |  | |  |  | |
| Telephone: |  | | Telephone: |  | |
|  |  | |  |  | |
| E-mail: |  | | E-mail |  | |
|  |  | |  |  | |
| Can we contact before interview? | |  | Can we contact before interview? | |  |

| **APPLICANTS WITH DISABILITIES** |
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| MindOut LGBTQ Mental Health Service is committed to employing people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the post: |
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| **DBS check** | |
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| For this post, you require a clear enhanced DBS check. Is there any reason why your DBS check would not come back clear?  Yes  No  If yes, please explain below.   |  | | --- | |  |   MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. |
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| **PRIVACY NOTICE** |
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| MindOut needs to keep and process information about you for the purposes of considering your job application.  This includes information enabling us to consider your suitability for the role; in order to comply with any legal requirements; to pursue the Legitimate Interests of the Charity and to protect our legal position in the event of legal proceedings.  The sort of information we hold includes your contact details; your application form and references; correspondence with or about you; and your performance in any interview(s), if offered.  Much of the information we hold will have been provided by you, but some may come from other sources, such as interviewers and referees.  We may process special categories of information, including (but not limited to) your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. Our handling of this data will be subject to our Equal Opportunities in Employment policy, and will be done on the Legal Basis of Legitimate Interest on condition of Article 9(2):b; j of the GDPR.  We may also process data about criminal offences. Our handling if this data will be done on the Legal Basis of Legitimate Interest on condition of Article 10 of the GDPR, consistent with applicable Employment Law.  We will keep data relating to your application for up to one year. This is to allow us time to process your application, including if the same or a similar post is re-recruited and you wish to apply; to fulfil our Equal Opportunities in Employment policy; and to protect our legal position in the event of legal proceedings.  You have various rights considering your data under the relevant legislation, including the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling. For more information about your rights, please contact us and/or consult the Information Commissioner's Office. |