|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Address (including Post Code) |  | | |
| Main Phone Number |  | Alternative Number |  |
| Email Address |  | | |

**How this form will be used**

This form is used to collect contact information on you in the event that you are shortlisted for the role you apply for, and to make us aware of any restrictions to your employment in the UK or at Oxfordshire Mind. Please return a copy of this form along with your application to [recruitment@oxfordshiremind.org.uk](mailto:recruitment@oxfordshiremind.org.uk)

In accordance with Oxfordshire Mind’s Data Protection Privacy Notice, we take care to ensure that all applicant data is appropriately and securely stored and handled. The information from this form will not be shared with the recruiting manager and will only be seen by a select few in the HR team. In the event that you are successful in your appointment, a copy of this form will be moved to your employee record, which will be visible only to you and a select few in the HR team.

If you are unsuccessful either at shortlist or interview stage, then this record will be destroyed six months following the closing date.

If you have any further information about Oxfordshire Mind’s approach to Data Protection, please see the Privacy Notice on the Oxfordshire Mind website or contact a member of the Recruitment Team at [recruitment@oxfordshiremind.org.uk](mailto:recruitment@oxfordshiremind.org.uk)

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| **Eligibility to work in the UK** |
| If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details below. Please note that Oxfordshire Mind is not able to sponsor Visas. |
| I **have no** restrictions regarding my employment in the UK |
| I **have** restrictions regarding my employment in the UK (please give details below) |
| Click here to enter text. |

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| **Criminal Convictions Declaration** |
| As part of its equal opportunity policy, Oxfordshire Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please let us know and provide details below.  Please note that some posts within Oxfordshire Mind that are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Barring Service (DBS) check. If you have applied for an exempt post and have a spent conviction, please supply details below. |
| I do not have any **unspent** criminal convictions |
| I am applying for an exempt post and understand that a DBS check will be carried out if I am successful in my appointment |
| I have an **unspent** criminal conviction (please supply details below) |
| Click here to enter text. |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by Oxfordshire Mind, to be dismissed.

I agree Oxfordshire Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

Please tick this box to confirm  Date: Click here to enter a date.