**Application Form**

**Please send to** [**recruitment@real-lives.co.uk**](mailto:recruitment@real-lives.co.uk) **with your CV**

This form should be completed to start the process of applying for work at Real Lives. The following information will be treated in the strictest confidence.

**Personal details**

Surname:

First name:

Date of Birth:

Address:

Marital status:

Phone number:

Email:

Questions

1. **Do you have any experience working in mental health? If so, please state what:**
2. **Have you ever done support work before? If so, please state what:**
3. **What is your current availability? How many hours a week would you like to work? Are there any set days or times when you are not available for work?**
4. **What is your preferred method of travel?**
5. **Do you have experience with using office 365?**
6. **What skills and attributes do you think you could bring to this role?**
7. **Where did you hear about this position?**

**These questions are to provide us of an awareness of your medical needs when working at Real Lives.**

Are you currently taking or have been prescribed medication (excluding contraceptives)?

If Yes, please give further details:

Are you currently receiving treatment for any condition?

If Yes, please give further details;

Do you suffer from any injury, illness, medical condition, or allergy that might affect your ability to perform your duties?

If Yes, please give further details:

**You have a choice in whether you answer the following questions their purpose is to monitor Real Lives equality and diversity.**

Marital Status:

Sexual Orientation:

Religion or belief:

Ethnic Origin:

Do you have a disability under the Disability Discriminations Act:

**References**

Please provide information for 2 referees (one must be your most recent employer)

**Referee 1**

Name:

How you know the referee:

Address:

Email:

Phone:

**Referee 2**

Name:

How you know the referee:

Address:

Email:

Phone:

**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by Real Lives, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify Real Lives immediately of any changes to the above details.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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