**Logo

Description automatically generated**

**APPLICATION FORM**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience fit the requirements of this role. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**POSITION APPLIED FOR: Mentor**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Grade attained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of membership (where appropriate)** |
|  |  |

**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained. See person profile.

|  |
| --- |
| **Criteria 1** - Qualifications/attainment |
| **Criteria 2** - Relevant experience |
| **Criteria 3** - Skills and competencies |
| **Criteria 4** - Personal qualities and circumstance |
| **Criteria 5** - Please provide additional information which you consider relevant to your application. Include details of relevant professional and/or personal experience and your reasons for applying to the project. |
| **Criteria 6** – Pyramid Mentoring Ltd is an outcome focused activity led mentoring project (e.g. sport, gardening, dog walking, model making). Please list any activities that you have a particular interest or experience in. |

**7. REFEREES**

Please list the details of two persons who are willing to provide references for you. Where possible, at least one should be your current or most recent employer. Otherwise they should be persons who have known you for at least 2 years (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. ADDITIONAL INFORMATION**

|  |
| --- |
| **Do you hold a current full driver’s license?**  **Yes □**  **No □** |
| **Do you have regular use of a vehicle?**  **Yes □**  **No □** |
| **Convictions**  **Any role that involves working with Young People or Vulnerable Adults is exempt from the Rehabilitation of Offenders Act 1974. This means that we are allowed to ask you to give us details of any convictions you may have had.**  **Please tell us about any convictions you have (Including month and year)** |

**9. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

|  |
| --- |
|  |

**9. VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |

**DBS Check**

**This post is subject to a enhanced DBS Check which needs to be completed prior to working for Pyramid Mentoring Ltd.**