

ONBOARDING FORM

Please use CAPITAL LETTERS.

1. VACANCY DETAILS- Internal section only

<p>Job Title</p> <p>Location/Team</p>

2. PERSONAL DETAILS (Block capitals please)

Forenames(s):	Surname:
Address:	Preferred Title (e.g. Miss/Ms/Mrs/Mr/Dr etc.)
	Email address
	Telephone Numbers (s)
	Daytime:
Post Code:	Evening:
Have you previously worked for Birmingham Mind?	Do you know anyone currently working for Birmingham Mind? If so please explain how you know the employee/s
Hold a Full Current Driving Licence: Do you have access to a vehicle for personal use?	Have you any driving convictions in the last 5 Years? If YES please detail:
Emergency Contact Name and relationship to you:	Emergency Contact Telephone Number(s):

3. OTHER INFORMATION

Will you require a work permit for this employment?

4. REFERENCES

Please give details of two referees covering your last 5 years of employment. **One of the referees must be your current or most recent employer.** Please do not send testimonials.

Name	Name
Address	Address
Post Code	Post Code
Tel No:	Tel No:
Email:	Email:
Position/Job Title	Position/Job
Relationship to you	Relationship to you
Name	Name
Address	Address
Post Code	Post Code

Tel No:	Tel No:
Email:	Email:
Position/Job Title	Position/Job
Relationship to you	Relationship to you
NB IF EITHER OF YOUR REFEREES KNOW YOU BY A NAME OTHER THAN YOUR PRESENT ONE, PLEASE GIVE THAT NAME:	

5. DECLARATION

I declare that the information given on this form is true and complete. I understand that any false information may result in my dismissal if appointed.

6. DATA PROTECTION STATEMENT

I consent to Birmingham Mind and other appropriate organisations processing, by means of a computer database or otherwise, any information which I provide to them, for the purpose of employment related matters. I also understand that members of the management team will have access to my contact details once I commence employment with Birmingham Mind.

Signature of Applicant: _____ **Date:** _____