



For better  
mental health

**WESTMINSTER MIND**

Head Office: Radstock House  
5 Eccleston Street, SW1W 9LZ

**APPLICATION FORM**

Telephone: 020 7259 8133  
Fax: 0207 259 8138

e-mail: [Flexicare@westminstermind.org.uk](mailto:Flexicare@westminstermind.org.uk)

**PLEASE COMPLETE USING BLACK INK or TYPESCRIPT**

Please note that should you be shortlisted to be interviewed for this post you will be informed. We will not contact you if you do not make the shortlist.

<b>Post Applied For</b>	<b>VOLUNTEER BEFRIENDER (FLEXICARE)</b>
<b>Application Ref.</b>	(Office Use Only)

**PERSONAL DETAILS**

<b>Surname</b>			
<b>First Name and Title</b>	_____		
	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Home address</b>			
<b>Post code</b>			
<b>Home Telephone No.</b>			
<b>Mobile Telephone No.</b>			
<b>E-mail Address</b>	Please give email address so that we can acknowledge your application		
<b>Date of Birth</b>	Date	Month	Year
<b>Nationality</b>			
<b>National Insurance No.</b>			

Application Ref. No.

(Office Use Only)

### EDUCATION/FURTHER EDUCATION

Dates From	Dates To	Name and address of school, college, polytechnic/university	Course taken, exam(s) passed	Grade/Result

### TRAINING

Details of any relevant training or voluntary work undertaken:

### PROFESSIONAL QUALIFICATIONS OR MEMBERSHIPS

Please give details including dates obtained. You will be required to produce any relevant certificates or proof of memberships if you are appointed.

**EMPLOYMENT HISTORY.** This should cover at least the past 10 years starting with your last two employments. This should also include any voluntary work. ***Please explain any gaps in employment history in other information section.***

<b>Name and address of Employer</b>		
<b>Position Held</b>		
<b>Dates of Employment</b>	From:	To:
<b>Brief Summary of Duties and Responsibilities</b>		
<b>Duration of Time Spent In Role</b>		
<b>Length of Notice Required to be Given</b>		
<b>Reason For Leaving</b>		

<b>Name and address of Employer</b>		
<b>Position Held</b>		
<b>Dates of Employment</b>	From:	To:
<b>Brief Summary of Duties and Responsibilities</b>		
<b>Duration of Time Spent In Role</b>		
<b>Length of Notice Required to be Given</b>		
<b>Reason For Leaving</b>		

**PREVIOUS EMPLOYMENTS including voluntary work.**

<b>Date From</b>	<b>Date To</b>	<b>Name and address of employer</b>	<b>Position held and brief description of duties</b>	<b>Reason for leaving</b>

**OTHER INFORMATION** (explain any gaps in employment history)

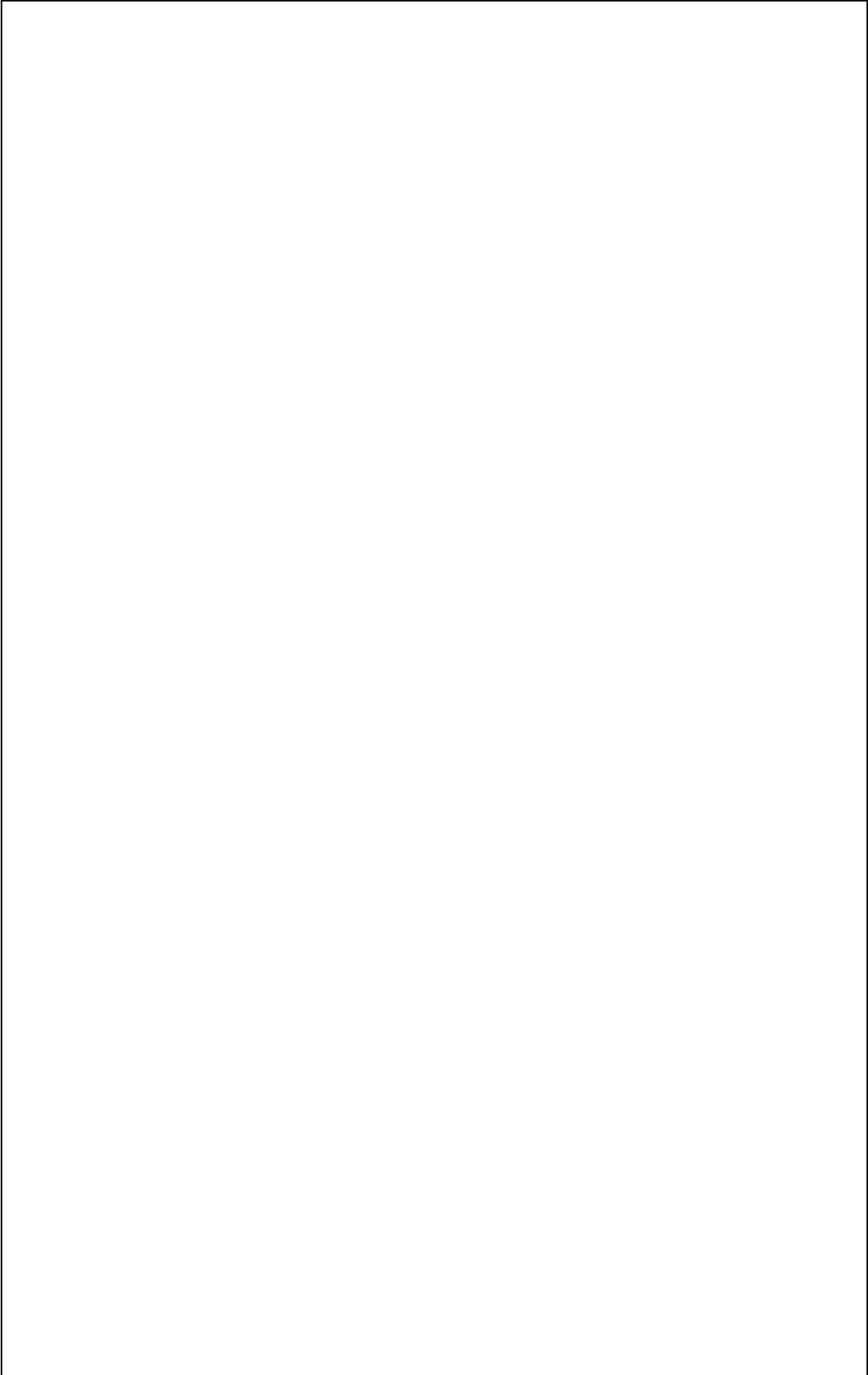
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## PERSONAL STATEMENT

**Please state your reasons for applying for this job. Please also state what skills, interests and experience you would bring to the job, with particular reference to the role description and tasks outline, and provide any other relevant information, including voluntary work experience.**

Please use space below to provide more information your application, continue on one side of A4 if necessary.

- ◆ Please note it is vital you **refer to all aspects of the role description and tasks outline**. If you do not do this you will not be successful.
- ◆ If you feel you may have difficulty completing this section (perhaps you experience a **learning or other impairment or maybe English is not your first language**) please do not hesitate to speak to us about this and we can give you support to give you a fair chance to become a valuable member of our team.



**WORKING TIME REGULATIONS**

If you are successful in this application will you continue to work for another employer?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
If yes how many hours a week will you work for this employer?		

**REHABILITATION OF OFFENDERS** - having a criminal record will not necessarily be a bar to obtaining a position or placement and Westminster Mind will not unfairly discriminate against the subject of Disclosure of information on the basis of conviction or other details revealed.

<b>Have you ever been convicted of a criminal offence</b> (declaration subject to the Rehabilitation of Offenders Act 1974). This should include being bound over or cautioned or are you currently the subject of a police investigation.	<b>YES</b> <input type="checkbox"/>
	<b>NO</b> <input type="checkbox"/>

**If you have been convicted of a criminal offence, please give details of the offence(s) that are not spent, including date(s) and sentence(s)**

DATE	OFFENCE	SENTENCE

<b>DETAILS OF CAUTION OR BEING BOUND OVER:</b>

**PROTECTION OF VULNERABLE ADULTS SCHEME - CARE STANDARDS ACT**

Have you ever knowingly been the subject of any investigation or enquiry into an allegation of possible abuse of a child or vulnerable adult?	<b>YES</b> <input type="checkbox"/>
	<b>NO</b> <input type="checkbox"/>

If yes please give full details and dates

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## INDEPENDENT SAFEGUARDING AUTHORITY (ISA)

Are you ISA registered?                      Yes                         No  

If yes, please state your Registration No. and Date: \_\_\_\_\_

I hereby give consent to my ISA registration status being checked.

**DISABILITY:** Westminster Mind welcomes applications from all sectors of the community, including applicants with a disability. If you have a disability, please state in a covering letter (NOT ON THIS FORM) whether you would need any adjustments or arrangements to be made if you were invited to attend for interview.

**IMMIGRATION AND ILLEGAL WORKING** - The Immigration, Asylum and Nationality Act 2006 places an obligation on all employers to check applicant's entitlement to legally work in the UK before any employment commences. Therefore should you be invited for an interview, you will be required to provide the necessary documentation proving your eligibility to be employed

Do you have evidence of your entitlement to live and work in the UK ?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
Do you require a work permit to work in the UK ?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
Do you have a work permit to work in the UK?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If yes give expiry date:
Are you EEA nationals from Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
If you are EEA nationals from Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia are you subject to registration or authorisation to work in the UK ?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If yes please give details:

### ANY OTHER ADDITIONAL INFORMATION

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Application Ref. No.
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(Office Use Only)

**REFERENCES:** Please give the names and addresses of two referees we can contact, one of whom should be your previous employer and must cover the last 3 years of employment. If your previous employment does cover the 3 year period you must give us additional referees. We will not normally take up references until after the interview.

<b>Name</b>	
<b>Full address</b>	
<b>Post code</b>	
<b>E-mail (if known)</b>	
<b>RELATIONSHIP</b> (employer, manager, friend)	How Long Has This Person Known You?

<b>Name</b>	
<b>Full address</b>	
<b>Post code</b>	
<b>E-mail (if known)</b>	
<b>RELATIONSHIP</b> (employer, manager, friend)	How Long Has This Person Known You?

## DECLARATION

I declare that the information that I have given in this application is correct to my best belief and knowledge. I understand that my application may be rejected or any offer of employment withdrawn if I have given false information or withheld relevant details. I also understand that if it is found, subsequent to my appointment, that inaccurate details have been provided or relevant details withheld, this is liable to result in summary dismissal without notice or pay in lieu of notice. I consent to the Charity processing my personal data, as well as my personal sensitive data, given in this application (and on the Equal Opportunities Monitoring form) for the following purposes: my employment, administrative purposes and for complying with any laws, regulations and procedures.

Signature	
Date	

***We attempt to acknowledge receipt of applications via email if you have given your email address.***



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## EQUAL OPPORTUNITIES MONITORING FORM

***This form does not form part of the selection process and will be detached on receipt of the application and held confidentially***

We are committed to the operation of employment procedures and conditions that provide for equal opportunities. Our policy aims to ensure that unfair discrimination does not take place at any stage in recruitment and employment.

In order to help us monitor the effectiveness of this policy, we would appreciate it if you could provide the information requested below. Any information provided will be confidential and stored and used in accordance with the Data Protection Act 1998 for the purpose of equal opportunities monitoring only. There is no legal requirement to keep information; however, such monitoring is considered good practice.

We appreciate that some people may find some questions personal and we therefore would like to make it clear that you are under no obligation to complete the questions that you do not wish to answer. If you do not wish to answer some questions this will not affect your application in any way. We do, however, ask that you return the form so that we can fulfil our equal opportunities monitoring requirements.

<b>NAME</b>	
<b>POST APPLIED FOR</b>	
<b>DATE</b>	

### 1. GENDER

ARE YOU

FEMALE

MALE

### 2. DISABILITY

The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out day to day activities'.

**DO YOU CONSIDER YOURSELF AS  
HAVING A DISABILITY?**

YES

NO

### **3 ETHNIC ORIGIN**

What is your ethnic group? Choose **ONE selection**, and then tick the appropriate box to indicate your ethnic background. The classifications we have used are those recommended by the Commission for Racial Equality.

#### **WHITE**

<b>ENGLISH</b>	<input type="checkbox"/>	<b>SCOTTISH</b>	<input type="checkbox"/>
<b>IRISH</b>	<input type="checkbox"/>	<b>WELSH</b>	<input type="checkbox"/>
<b>BRITISH or MIXED BRITISH</b>	<input type="checkbox"/>	<b>OTHER (please state below)</b>	<input type="checkbox"/>

Any other white background. Please state

#### **ASIAN OR ASIAN BRITISH**

<b>BANGALDESHI</b>	<input type="checkbox"/>	<b>INDIAN</b>	<input type="checkbox"/>
<b>PAKISTANI</b>	<input type="checkbox"/>		

Any other Asian background. Please state

#### **BLACK OR BLACK BRITSH**

<b>AFRICAN</b>	<input type="checkbox"/>	<b>CARIBBEAN</b>	<input type="checkbox"/>
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Any other BLACK background. Please state

#### **MIXED**

<b>WHITE AND BLACK CARIBBEAN</b>	<input type="checkbox"/>	<b>WHITE AND BLACK AFRICAN</b>	<input type="checkbox"/>
<b>WHITE AND ASIAN</b>	<input type="checkbox"/>		

Any other Mixed background. Please state

#### **CHINESE**

**CHINESE**

#### **OTHER ETHNIC GROUP**

PLEASE STATE:

	<p style="text-align: center;"><b>Role description and task outline</b></p> <p style="text-align: center;"><i><b>Volunteer Befriender</b></i></p> <p><b>Code: E = Essential Requirement</b> <b>D = Desirable</b></p>
<b>Knowledge and Understanding:</b>	<ul style="list-style-type: none"> <li>• Experience of working/supporting people in a caring capacity either unpaid or paid. <b>(E)</b></li> <li>• A basic understanding of the term ‘mental illness’. <b>(D)</b></li> <li>• Personal experience of mental health problems. <b>(D)</b></li> <li>• An interest in issues about mental health. <b>(D)</b></li> <li>• An understanding of the need for client confidentiality. <b>(E)</b></li> <li>• An understanding of the need to maintain safe working boundaries when working with clients. <b>(D)</b></li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• The ability to be supportive and non-judgemental regardless of clients’ race, sexuality, religion or disability. <b>(E)</b></li> <li>• The ability to be patient and empathetic. <b>(E)</b></li> <li>• Basic practical house-keeping skills such as cooking, cleaning, shopping, budgeting. <b>(E)</b></li> <li>• To be able to work independently and own initiative. <b>(E)</b></li> <li>• Good communication skills (basic written, non-verbal and verbal). <b>(E)</b></li> <li>• A commitment to empowering and enabling others. <b>(E)</b></li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• To be able to make a regular commitment to the service. <b>(E)</b></li> <li>• A willingness to undertake further training and supervision as and when requested. <b>(E)</b></li> <li>• A commitment to the Westminster Mind’s Equal Opportunities policy. <b>(E)</b></li> </ul>