

# Your Choice Services Application Form

Your Choice Services is a division of West Berkshire Mencap and is an equal opportunities employer

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**Position applied for** .....

## Personal Details

Title..... Surname.....

First Name(s).....

Address.....

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Telephone

(mobile)..... Telephone (day).....

Email address .....

## Education and Training

What formal education, vocational/professional qualifications and training do you have?  
Please include everything you consider relevant. Continue on a separate sheet if necessary.

Date	Examinations, qualifications, training courses, with results

**Current or most recent employment (include voluntary or unpaid work)**

Name and address of employer:	
Job Title:	
Brief description of your work:	
Dates employed:	
Current or most recent salary :	
Reason for leaving:	

**Previous employment**

Please start with most recent work. Include **all** work history, including voluntary or unpaid work since leaving school. Please indicate clearly any gaps in employment and the reasons for them. Continue on a separate sheet if necessary.

Employer's name(s)	Your job title	From	To	Reason for leaving

## What can you bring to the post?

Please use this space to explain why you are interested in this post and what you can bring to it. Try to relate your experience (paid or unpaid) to the job description. Continue on a separate sheet if necessary.

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## Attendance

Please give details of all sickness absence over the past 3 years.

Date	Length of absence	Reason

## Other information

Have you made an application to West Berkshire Mencap before? <i>If yes please give details –</i>	Yes / No
Are you currently eligible for employment in the UK?	Yes / No
Do you have a current full driving licence?	Yes / No
Do you have any endorsements?	Yes / No
Do you have the use of a car for work?	Yes / No

## References

Please provide the name, address and status of two people who know you well but are not related to you whom we may contact for references. One should be your latest employer.

Name.....	Name.....
Address.....	Address.....
.....	.....
.....	.....
Status.....	Status.....
Email.....	Email.....

**Declaration**

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if West Berkshire Mencap believes it appropriate) a satisfactory medical report. I understand the post will be subject to a Criminal Record Check.

Signed: .....

Date: .....

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***ALL INFORMATION PROVIDED WILL BE TREATED IN THE STRICTEST CONFIDENCE***

Please email to:

[DCM@westberkshiremencap.org](mailto:DCM@westberkshiremencap.org)

Or return this application form to:

Job Application  
Your Choice Services  
West Berkshire Mencap  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT