



Multiple Sclerosis Society

## Application for employment

<b>Full Name:</b>	
<b>Post applied for:</b>	
<b>Post reference:</b>	

Please email your completed application to:

[jobs@mssociety.org.uk](mailto:jobs@mssociety.org.uk)

Alternatively, you can post your application form to the following address:

**Multiple Sclerosis Society**  
**HR Department, MS National Centre**  
**372 Edgware Road**  
**Cricklewood**  
**London NW2 6ND**

**Telephone:** 020 8438 0700

**Fax:** 020 8438 0701

**Website:** [www.mssociety.org.uk](http://www.mssociety.org.uk)

Registered Charity nos: 1139257/SC041990

Registered as a limited company in England and Wales 07451571

## Please complete all parts of this form.

To avoid any possible discrimination, the equal opportunity and disclosure information will not be seen by those who decide on the short listed applicants.

### Personal details

Post applied for:

Where did you see this post advertised?

Title (Mrs/Ms/Mr/etc):

Surname/family name:

Forenames:

Have you been known by any other names (including maiden name)? **Yes/No**  
If yes please give details

Home address:

Address for correspondence:  
(if different from home address)

Postcode:

Postcode:

Telephone number (day):

Telephone number (evening):

Mobile telephone number:

E-mail:

Please give details of restrictions on daytime calls or e-mail contact:

# Education and qualifications

Dates (mm/yy)		Name of secondary school/college/ University/organisation/ examining body	Examinations passed/ qualifications obtained	Grade/ Level
From	To			

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Please continue on a separate sheet if necessary.

**Professional memberships**

Please list membership of any professional bodies together with registrations and expiry dates:

## Employment history

Please detail all jobs held in the last 10 years, starting with the most recent, and account for any gaps.

Dates  
(*mm/yy*)

From To

Name of employer

Post held, main responsibilities,  
reason for leaving and final salary

From	To	Name of employer	Post held, main responsibilities, reason for leaving and final salary

**Further information**

Please indicate below how you feel you meet the requirements of the job (referring to the person specification), together with any further information you feel may help your application. Please continue on a separate sheet if necessary.

**Interests**

Please indicate the number of additional sheets, if any.

### **Driving licence**

Do you hold a full UK driving licence?

**Yes/No**

Have you any driving endorsements?

**Yes/No**

If yes, please give details:

### **Employment references**

All offers of employment are subject to the receipts of satisfactory written references. Please give the names and addresses of 2 referees (who should not be related to you), one of whom must be your current or most recent employer (or tutor). We will not take up references prior to making an offer of employment.

Name:

Position:

Working relationship (eg line manager/supervisor):

Company Name:

Address:

Email:

Telephone:

Name:

Position:

Working relationship (eg line manager/supervisor):

Company Name:

Address:

Email:

Telephone:

Do you have a public duties commitment (eg are you a councillor)? **Yes/No**

If yes, please give details:

## Eligibility for employment

Are you currently eligible for employment in the UK?

Yes/No

If yes, and if the MS Society offers you employment, you will be required to provide documentation to show that you are eligible to be employed in the UK before starting employment. Examples of acceptable documentation are a passport showing that you are a British Citizen or have a right to abode in the UK, or a full birth certificate and a document showing a permanent National Insurance and name.

If you are not currently eligible for employment in the UK, please provide the grounds (special skills, etc) on which the MS Society might apply for a permit on your behalf.

## Equality Data

Have you filled in the equality data and disclosure forms with your application?

Yes/No

### Declaration

I declare, to the best of my knowledge, that the information given on all parts of this application form is correct. I understand that giving any false information or omitting to give information will make my application unacceptable and, if I am appointed, may lead to my dismissal. I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under the Data Protection Act 1998.

Signature:

Date:



# Disclosure form

## Criminal convictions

To be completed and returned with your application form.

Name:

Post applied for:

Post reference:

### Rehabilitation of Offenders' Act 1974

The Rehabilitations of Offenders' Act 1974 allows certain convicted persons, who have not been subsequently re-convicted, to consider their convictions as 'spent'. You are not, therefore, required to disclose convictions that are regarded as 'spent' under the Act.

Have you been convicted of any criminal offence?

**Yes/No**

If yes, please give details:

Any information you give will be held in the strictest confidence.

Signature:

Date:

# Equality Data Collection Form

The MS Society is committed to equality and diversity. In order to help us understand who we are reaching and to help us provide more inclusive services and support, we would be grateful if you would complete this form.

The information you provide will be anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

**1. Sex**      Male                        Female                      

**2. Age**      0-15       16-24       25-34       35-44       45-54    
55-64       65-74       75-84       85 or over

### 3. What is your ethnic group?

#### a) White

English/Welsh/Scottish/Northern Irish/British                         
Irish                        Gypsy or Irish Traveller    
Any other White Background

#### b) Mixed/Multiple Ethnic Groups

White and Black Caribbean                        White and Black African    
White and Asian   
Any other Mixed/Multiple Ethnic Background

#### c) Asian/Asian British

Indian                       Pakistani    
Bangladeshi                       Chinese    
Any other Asian Background

#### d) Black/African/Caribbean/Black British

African                        Caribbean    
Any Other Black/African/Caribbean Background

#### e) Other Ethnic Group

Arab                        Any Other Ethnic Group

**4. Do you consider yourself to be disabled?**

Yes

 

No

Prefer not to say

 

**Note: Question 5 is only applicable if applying for a role in Northern Ireland**

**5. Religious Community**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic Community

I would prefer not to say

Please give details of any special aids, equipment or any assistance you may need in order to attend and receive a fair interview.