



**Mensa International, Ltd.
Application Form for Executive Director Position**

Please use black ink or typescript.

1. Personal details

Surname/Family Name:	Title:
Forename/s:	Date of birth:
Address:	Postcode:
Home telephone number:	Mobile telephone number:
Fax number:	Email:
Work telephone number:	May we call you at work?
National Insurance Number (if applicable):	
Please give dates/times when you will NOT be available for interview, e.g. holidays.	

2. Present or most recent employment

Please give details of your present or most recent employment.	
Job title:	Start date:
Notice required:	Current salary/grade:
Employer's name and address:	
	Telephone number:
Brief description of current duties and responsibilities:	
Reason for leaving, if applicable:	

3. Employment History

Please list below your employment history starting with the most recent, previous employment. Include details of (a) voluntary work, (b) employment on a temporary contract or via an employment. You must account for at least all your time since leaving school or the past twenty years, whichever is less.

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Periods of Non-Employment
Please indicate nature/reasons for any periods of non-employment including relevant dates (dd/mm/yy)

4. Education, training and qualifications

Starting with the most recent, please give details of educational qualifications you have obtained from school, college, university etc. Shortlisted candidates will be required to provide proof of qualifications obtained. You will be expected to provide evidence of all qualifications listed. *(Please continue on a separate sheet if necessary).*

Name of School, College/University	Qualification	Date taken/to be taken	Grade

5. Membership of professional bodies/professional qualifications

Name of body	Qualification class/grade of membership	Was membership gained by examination	Date obtained

6. Further information on knowledge, skills, abilities and experience

Please use this space or an attachment to tell us how you meet the *Executive Director Desirable Attributes* and how you believe that your education, experience and knowledge will assist you in performing the functions listed in the *Executive Director Functions*. Do not refer to a CV for this purpose as it will not be considered. Use separate sheets if necessary.

You can refer to experience and knowledge gained from voluntary work, leisure interests and any other activities which are relevant to this position.

7. Absence

1. Please state number of days you have been absent from work due to sickness in the past twelve months
2. How many episodes of absence does this represent?
3. What is your usual level of sickness absence?

Please note:

- (a) Before any offer of appointment is made you may be required to complete a health history form and you may be asked to attend a medical examination
- (b) If you believe any absence was disability related.

8. Referees

Please provide details of three referees, one of whom must be your present or most recent, previous employer and at least one other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Please note: MIL reserves the right to ask you to provide more than three referees.

May we contact your referees prior to interview? YES _____ NO _____

Name of referee:		
Job title:		
Address:		
Date of employment/study	From:	To:
Relationship with referee (e.g. line manager):		
Telephone number:	Fax number:	
Email:		

Name of referee:		
Job title:		
Address:		
Date of employment/study	From:	To:
Relationship with referee (e.g. line manager):		
Telephone number:	Fax number:	
Email:		

Name of referee:		
Job title:		
Address:		
Date of employment/study	From:	To:
Relationship with referee (e.g. line manager):		
Telephone number:	Fax number:	
Email:		

9. Relationships

Are you related to or do you have a business connection with any MIL director, employee or post holder?
YES _____ NO _____ If YES please complete this section. *You may attach an additional sheets if necessary.*

Name/Position:

Relationship:

Name/Position:

Relationship:

10. Employment Restrictions

Are there any restrictions affecting your ability to take up employment in the U.K? **YES** _____ **NO** _____

If YES, please give details:

If you are offered this job will you have any other paid work? (*please tick*) **YES** _____ **NO** _____

If YES, please give the following details :

Employer(s):

Nature of work:

Number of hours per week:

Working times:

Dates required to work:

11. Declaration

Providing any misleading or false information to support your application or lobbying/canvassing MIL Officers or Board of Directors members directly or indirectly for an appointment will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph.

I also understand that MIL has to protect the money it deals with and may use the information I have given:

1. To prevent and detect fraud; and
2. DATA PROTECTION ACT 1998

I understand that the information given on this form will be used by the employer, Mensa International, for:

- the purpose of processing my application for employment,
- monitoring MIL's employment policies; and if my application is successful,
- recording information relevant to my employment.

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by MIL for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signature of Applicant

Date

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.