# Employment Application Form

**Job Title:** **Community Empowerment Co-ordinator**

**at the Regional Refugee Forum North East**

**The deadline for receiving completed application forms is 10am Monday 25th February 2019**

*PLEASE WRITE OR TYPE CLEARLY IN BLACK INK or FONT COLOUR AS THIS FORM WILL BE PHOTOCOPIED.*

**Please note: we cannot accept CV’s in support of, or as a substitute for, a completed application form.** Applicants will be considered on the basis of information you supply in this application form and your personal statement. It is therefore very important that you try to provide full answers, with all information relevant to the job you are applying for. You are advised to look carefully at the Job Description and Person Specification and refer directly to it.

All information will be treated confidentially within the recruitment panel

|  |  |
| --- | --- |
| **1. Personal Information** | |
| Title (Ms, Mr, Doctor etc) |  |
| First name |  |
| Family name (Surname) |  |
| Current address |  |
| Postcode |  |
| Daytime telephone / mobile |  |
| Email address |  |
| Date of birth |  |
| **2. How did you hear about this job?** | |
|  | |
| 3. Personal Statement | |
| **Using no more than 2 sides of A4, using Calabri font size 11, please describe your interest in and suitability for this job, showing how you meet the criteria set out in the Person Specification (PS).**  It is fine to use bullet points, using the same headings we have used.  Present your information clearly and refer to examples where you have demonstrated the criteria we are looking for in practice.  Email us your Personal Statement in addition to this completed application form. Or, if posting, staple the sheet to your application form. | |
| 4. If you are, or have been, involved with the Regional Refugee Forum before, please describe what it is/was | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.1 Employment history: your most recent employment or work placement** (Please note: There is a separate section for volunteering) | | | | | |
| Name of current or most recent Employer | | |  | | |
| Address | | |  | | |
| Your job title: | | |  | | |
| Briefly describe your duties and responsibilities | | |  | | |
| When did you start this job? | | |  | | |
| How much notice are you required to give? | | |  | | |
| Date of leaving (if applicable) | | |  | | |
| **5.2 Employment history continued** this does not have to be exhaustive. You can just list any jobs you feel are relevant to the job you are applying for | | | | | |
| Date from | Date to | Name of Employer | | Your job title | Summary of your role and where you worked |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6.1 Volunteering history: please describe your current, most recent or most relevant volunteering activity** | | | | | |
| Name of Organisation | | |  | | |
| Where was this? (town/region) | | |  | | |
| Your title: | | |  | | |
| Briefly describe your role and the change you are/were contributing to in this role | | |  | | |
| When did you start this volunteering? | | |  | | |
| How long did you do it for? | | |  | | |
| **6.2 Volunteering history continued** | | | | | |
| Date from | Date to | Name of Organisation | | Your title | Summary of your role and where you worked |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. Education**  Starting with the most recent, please list your education history | | | | |
| Date from | Date to | Name of School, College or University | Subject studied | Grade achieved / Qualification |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Training**  Starting with the most recent, please list any training (courses/sessions) that you have attended that you feel are relevant to this job | | | |
| Date completed | Course title | Course provider | Summary of course content |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **9. Are you related to or in a relationship with any Trustee or member of staff of the Regional Refugee Forum?**  If yes please state their name, position and nature of the relationship. If not please state ‘none’  (Please note, any such relationship does not preclude employment. We wish to identify and manage any potential conflict of interest) |
|  |

|  |
| --- |
| **10. Have you any unspent criminal convictions or cautions?**  Under the Rehabilitation of Offenders Act 1974applicants are required give details of any unspent offences.  The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration at short listing or interview stage.  If the answer is yes, please give brief detail, i.e. nature of offence, place and date of judgement, sentence |
|  |

|  |
| --- |
| **11. If you are offered this job, how soon would you be able to start work?** |
|  |

|  |  |
| --- | --- |
| **12. References**  Please give details of two persons who can confirm your suitability for this job. Where appropriate, one should be your present or most recent employer (paid work, work experience or voluntary work), another can be someone who knows you well. Relatives or partners are not acceptable for work references. | |
| **1st Referee** | **2nd Referee** |
| Name | Name |
| Contact telephone | Contact telephone |
| Email | Email |
| Occupation | Occupation |
| How is this person known to you? | How is this person known to you? |
| Are you happy for us to contact this referee prior to interview (please tick one)  Yes No | Are you happy for us to contact this referee prior to interview (please tick one)  Yes No |

|  |  |
| --- | --- |
| **Declaration** | |
| I certify that to the best of my knowledge the information I have given is correct and that I have not omitted any facts which may have a bearing on my application. I understand that if discrepancies are later discovered, the Regional Refugee Forum North East has the right to withdraw any job offer and terminate any employment contract.  I understand that any offer of appointment and subsequent employment is subject to satisfactory references and documentary evidence of my right to work in the UK | |
| Signed | Print name |
| Date | |

## Please return this form to us by 10am Monday 25th February 2019

## By post to

## Regional Refugee Forum North East

Design Works

William Street

Felling

Gateshead

NE10 0JP

*Please mark the envelope ‘CE Project’*

**or email to**

[**info@refugeevoices.org.uk**](mailto:info@refugeevoices.org.uk)

*Please use ‘CE Project application’ in the subject line*

**Recruitment timetable**

* Deadline for receiving applications is 10am Monday 25th February 2019
* Those shortlisted for interview will be contacted by 1st March

We are sorry that, due to limited administrative capacity, we cannot contact every applicant individually to let you know if you have been shortlisted for interview

* Interviews will take place on Wednesday 13th March between the hours of 10am and 5pm, in Gateshead

.