**APPLICATION FOR EMPLOYMENT**

***Please return the completed form by email to:* admin@slr-a.org.uk**

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**CONFIDENTIAL**

We want to make sure that our application process is fair and in line with our Equity, Diversity and Inclusion Policy. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is very important that you complete the form fully and that you **show clearly** how you meet each point on the person specification. Please note that CVs are not accepted.

|  |  |
| --- | --- |
| Position applied for |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | | |
| Surname/family name |  | | |
| Preferred pronouns |  | | |
| Address |  | | |
| Telephone number |  | | |
| Email address |  | | |
| When would you be available to take up the post? | |  | |
| Do you have lived experience of the UK asylum or immigration system? | | Yes | No |

**Work Experience**

Please include your current/previous employment including any job training schemes, voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Dates**  from-to | **Job Title** | **Employer name and address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please add to this table or continue on a separate sheet if necessary.*

**EDUCATION AND TRAINING**

Please list any relevant education and/or training (including short courses) that you have completed.

|  |  |  |
| --- | --- | --- |
| **Name of course/training you completed** | **Where you studied or received this training** | **Date you finished this training** |
|  |  |  |
|  |  |  |
|  |  |  |

*Please add to table or continue on a separate sheet if necessary.*

**SUPPORTING INFORMATION**

Use this section to tell us how your experience, knowledge, skills and abilities match the Person Specification section.

We advise that you spend the most time preparing this section of the application because it is the most important. We will use the information you put in this section to shortlist for interview.

Your experience may be paid or unpaid, full time or part time, in the UK or overseas (unless the person specification says that experience or knowledge must have been gained in the UK)

|  |
| --- |
| **Experience** (word limit: 800 words) |
| **Knowledge** (word limit: 800 words) |
| **Skills & Abilities** (word limit: 800 words) |

**References**

Please give below the name and address of two referees who can comment on your suitability for the post. These should not be relatives or friends. If you have been employed, we would expect these to be your two most recent employers. We do not contact referees until a conditional offer of employment is given.

|  |  |
| --- | --- |
| **First Referee** | **Second Referee** |
| Name:  Phone:  Email:  Job Title:  Organisation:  Relationship to you: | Name:  Phone:  Email:  Job Title:  Organisation:  Relationship to you: |

**Additional Information**

Disclosure of criminal convictions

SLRA is committed to safeguarding. Any offer of employment is subject to pre-employment screening appropriate to the post, including, but not limited to checks with past employers and enhanced DBS checks. Having a criminal record will not exclude you from applying but you will be asked to provide further details, as most posts are considered exempt from the Rehabilitation of Offenders Act 1974. The CEO and Chair of Trustees will consider the nature and timing of the conviction to decide whether or not an application can be progressed.

Please tick the box to confirm that you have read and understood this section

Data Protection Act 1998

As part of the recruitment procedure, we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

**I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.**

Applicant Signature:

(An electronic signature is accepted)

Date:

*If you have any accessibility requirements in order to attend an interview with us, please let us know so that we can ensure reasonable adjustments are in place.*

**Equal opportunities monitoring form**

SLRA is committed to promoting diversity, equity and inclusion in our recruitment and selection procedures. To help us find out how far we are succeeding in providing equal access to opportunities in SLRA we would appreciate your cooperation in completing [this form.](https://forms.office.com/pages/responsepage.aspx?id=tzPUYaUxFEO71CWz_28ay0CQINh6I4REkMTqc_JkJBVUMTlNSzU0TjNJTzZEQVJWQU8xVDlKT0FBNi4u&web=1&wdLOR=c70D27FFA-CFE8-4FE0-9C47-B60FD53832C9)