**SUFFOLK REFUGEE SUPPORT**



# Application Form

Application for the post of: **Sports Activities Coordinator**

To enable us to measure the effectiveness of our advertising practices, please indicate where you saw this vacancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Personal Details

FOR OFFICE USE

App No ………….

**Title: Surname:**

**Forenames**: **Date of Birth:**

**Address:**

**Telephone Number**

**Daytime: Evening:**

**Email:**

**Type of Driving Licence Held (tick)**

**None Ordinary**

**Provisional Other**

**Do you have access to a vehicle? Yes / No**

### Employment & Career History

FOR OFFICE USE

App No ………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  From - To | Employer Address  & Nature of Business | Post Held & Summary of  Main Duties | Salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

##### Training

**Details of any relevant training received.**

##### Education & Qualifications.

(You may be required to produce appropriate certificates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment**  **(Please state if Part-time)** | **Dates**  **From – To** | **Examination Taken** | **Level** | **Grade / Result** |
|  |  |  |  |  |

**Details of professional or other relevant qualifications.**

Languages spoken:

Level (Beginner, intermediate, fluent):

Languages written:

Level (Beginner, intermediate, fluent):

##### Why you are the right person for this job

This application form is an important part of our selection procedure. Please state how your experience, skills and training gained in both paid and voluntary work, through study or leisure interests, meet the tasks and qualities described in the personal specification and job description. You may continue on a separate sheet if necessary. **(It is a good idea to address each Person Specification point individually).**

##### Convictions

Please give details of any convictions which are notifiable under the terms of the Rehabilitation of Offenders Act 1974 and any subsequent exceptions, amendments and additions.

Working for Suffolk Refugee Support has been identified as involving supervising, caring for or otherwise connected with children, young people or vulnerable adults. In view of this, you must declare all conviction, cautions and/or bindovers for criminal offences, even where they are ‘spent’ as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. An Enhanced Disclosure and Barring Service (DBS) check will also be required.

Is there any reason why you should not work with refugees and asylum seekers (or other vulnerable people)?

##### Referees

|  |  |
| --- | --- |
| **A:** Your most recent or current employer | **B:** Personal |
| Name  Position  Company  Address  Telephone No.  Email: | Name  Position  Company  Address  Telephone No.  Email: |

##### Declaration

I declare that the information given in this form is, to the best of my knowledge, correct. I understand that canvassing any representative of Suffolk Refugee Support, giving false or misleading information or intentionally omitting relevant information will invalidate my application and, if appointed, may lead to my dismissal.

Signed Date

Please Note: The successful applicant will be required to provide proof of their entitlement to work in the United Kingdom. This request is made in order to comply with our obligations as an employer under the Asylum & Immigration Act 1997.

##### Data protection

SRS is committed to protecting the privacy and security of your personal information. Full details of how when and why we collect personal data about people, how we use it and how we keep it secure is available in our Privacy Policy which you can access on our website.

Please send the completed application form to **Ellie Roberts, Operations Manager, Suffolk Refugee Support, 38 St Matthews Street, Ipswich, Suffolk, IP1 3EP**

Alternatively you can email your application to [eroberts@suffolkrefugee.org.uk](mailto:eroberts@suffolkrefugee.org.uk)

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# Equality Monitoring Form - OPTIONAL

**The information in this document will be treated with complete confidence.**

Suffolk Refugee Support is committed to an Equal Opportunities Policy. This form is part of a procedure designed to avoid the possibility of discrimination at each stage of the recruitment process. As part of this exercise, you are asked to complete the form and return it with your completed application form. The information gathered will help us to monitor the effectiveness of our policy. The form will be separated from your application form on receipt and will be treated confidentially. Those officers responsible for short listing will not have access to it.

HOW DID YOU LEARN ABOUT THIS VACANCY? *✓ applicable option*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EADT/Ipswich Star |  | University of Suffolk website |  | Social media |  |
| Indeed |  | County Council/Other networks |  | Charity Jobs |  |
| Other, please specify: | | | | | |

PERSONAL DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: | | | Previous Surnames (if any): | | | |
| Date of Birth: | | | Age last Birthday: | | | |
| Marital Status\* | Single |  | Married |  | Other |  |

DISABILITY: Do you consider yourself to have a disability? ✓ applicable option

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No |  | Yes – Learning Difficulty |  | Yes – Prefer not to declare the nature |  |
| Yes - Physical |  | Yes – Mental Health |  | Prefer not to declare |  |

ETHNICITY: Please tick the box which most clearly describes your ethnic/racial origin ✓

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British – Bangladeshi |  | Mixed – White and Asian |  |
| Asian or Asian British – Indian |  | Mixed – White and Black African |  |
| Asian or Asian British – Pakistani |  | Mixed – White and Black Caribbean |  |
| Asian or Asian British – any other Asian background |  | Mixed – any other mixed background |  |
| Black or Black British – African |  | White – British |  |
| Black or Black British – Caribbean |  | White – Irish |  |
| Black or Black British – any other black background |  | White – any other white background |  |
| Chinese |  | Other, Please specify: | |

|  |  |  |  |
| --- | --- | --- | --- |
| NATIONALITY  Please state your Nationality: | RELIGION  Please declare your religion below if you wish: | SEXUAL ORIENTATION  Please tick the relevant box below if you wish | |
| *Heterosexual* | *Homosexual* |
| *Lesbian* | *Bisexual* |