

**SUFFOLK REFUGEE SUPPORT**

# Application Form

Application for the post of: **Receptionist/Administrative Officer**

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**:

**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 |
|  |  |  |  |  |
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|  |  |  |  |  |

##### Training

##### Education & Qualifications.

**Details of any relevant training received.**

(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 job description and personal specification. You may continue on a separate sheet if necessary. **(It is a good idea to address each Person Specification point individually).**

##### Convictions

##### 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.

##### 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 in word format (not PDF)

**by 12 noon on Friday 9th September**

by emailto [eroberts@suffolkrefugee.org.uk](mailto:eroberts@suffolkrefugee.org.uk)

or by post to **Ellie Roberts, Operations Manager, Suffolk Refugee Support,**

**38 St Matthews Street, Ipswich, Suffolk, IP1 3EP**