# Application Form

**Any information on this first page will be removed by HR before shortlisting.**

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| FOR OFFICE USE ONLY - **Application number:** |  |
| **Post applied for**: Advice Service Manager | |

# Personal Details

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| **Title: Surname:**  **Forenames**:  **Address:**  **Email:**  **Telephone Number:**  Daytime: Evening: |

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| **Type of Driving Licence Held (tick)**  **None**  **Ordinary**  **Provisional**  **Other**  **Do you have access to a vehicle? Yes / No** |

# Employment & Career History

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

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| **Details of any relevant training received.** |

## Education & Qualifications.

(You may be required to produce appropriate certificates)

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| --- | --- | --- | --- | --- |
| **Educational Establishment**  **(Please state if Part-time)** | **Dates**  **From – To** | **Examination Taken** | **Level** | **Grade / Result** |
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| **Details of professional or other relevant qualifications.** |

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| Languages spoken:  Level (Beginner, intermediate, fluent):  Languages written:  Level (Beginner, intermediate, fluent): |

## Why you are the right person for this job

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| 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).** |

## Criminal convictions procedures statement

SRS employees and volunteers are regarded by our funders as being involved in supervision or caring for, or otherwise connected with children, young people or vulnerable adults.

The role you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:

* All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
* All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure and cannot be taken into account. In order to find out if and what you need to disclose you can contact NACRO's Criminal Record Support Service (call 0300 123 1999 or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)) for advice.

You will only be required to self-declare this information if you are invited to an interview and we will provide you with a form to complete at that stage.

If your application proceeds, we will also arrange for an Enhanced DBS check including Children and Adult barred checks to be carried out.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to a post/role. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts/roles because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed
* Applicants age at the time of the offence(s)
* The length of time since the offence(s) occurred
* Whether the applicant has a pattern of offending behaviour
* The circumstances surrounding the offence(s), and the explanation(s) provided
* Whether the applicants circumstances have changed since the offending behaviour

However, failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

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## Referees

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

## Declaration

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| 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

**Marianne Walker,** **HR and Training Officer,**

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

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