**GUIDANCE NOTES**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

# Personal Details Section

Please complete all parts of this section as fully as possible. This is a confidential document, and will be removed from the application form before shortlisting in accordance with our Recruitment policy.

**References**

If you are in paid employment, or have left a job, your current or most recent employer should be named as someone we can approach for a reference.

References will be taken up if you are shortlisted for interview. Please specify if you do not wish us to contact your current employer prior to interviews.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

Please note that satisfactory references must be received before commencing employment with this organisation.

**Application form**

Please complete all sections as fully as possible. Any gaps in your employment history should be explained.

Please provide details of how you consider yourself to meet the Person Specification with examples. All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack. Applicants must meet as many as possible of the Essential Criteria detailed in the Person Specification to be considered for an interview.

**Working with Children and Vulnerable Adults – Convictions and Disclosure**

As this work may involve work with children under 18 years or adults at risk, you are not allowed to keep from us information about any spent or unspent criminal convictions (due to an exemption from the Rehabilitation of Offenders Act (1974)). You are also not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions. If you have any questions about this or are unsure what will apply, please contact us.

BRR may request information about any unspent convictions. The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Director and Trustees only.

This post will require a Disclosure and Barring Service check at an Enhanced Level. We will arrange your Disclosure check in accordance with our Disclosure Check Policy if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

**Your Right to Work**

**Asylum and Immigration Act 1996:** Section 8 of The Asylum and Immigration Act 1996 makes it an offence for BRR to employ you if you are not entitled to work in the UK.

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce acceptable evidence of their right to work in the UK before starting their employment.

**PERSONAL DETAILS** (This page will be taken off and not seen by the recruitment panel)

**First Name:**

**Surname/Family Name:**

**Address:**

**Postcode:**

**Phone number:**

**Mobile number:**

**Email:**

## REFERENCES

Please give details of two people who can give you a reference. Where possible, one should be your present or most recent employer. A formal offer of employment will depend on whether your references are satisfactory.

|  |  |
| --- | --- |
| Name Name:  Address:    Tel no: | Name Name:  Address:    Tel no: |
| Position held: | Position held: |
| Relationship to you: | Relationship to you: |
| Email: | Email: |
| Can we contact prior to interview Y/N | Can we contact prior to interview Y/N |

**Post Applied for: Advice & Advocacy Team Administrator**

Use extra pages if you need to, but please make clear which point any extra pages relate to.

|  |
| --- |
| 1. **PRESENT OCCUPATION (Paid or unpaid)**   Please include the date you started, the name of your employer and the main responsibilities of the job. Please explain your reasons for leaving this job. |

|  |
| --- |
| **2**. **PREVIOUS OCCUPATIONS (Paid or unpaid)**  Please include dates, the name of your employer and your main responsibilities in the job |

|  |
| --- |
| 1. **PLEASE GIVE DETAILS OF EDUCATION and TRAINING RELEVANT TO THIS POST** (Include any work-based training, courses or training.) |
| 1. **WHY ARE YOU APPLYING FOR THIS JOB?** |

1. **Person specification criteria**

**Please look at the person specification and write in the boxes below how you match the criteria listed, giving clear written evidence, with examples. Use extra space if you need to.**

**Essential Criteria:**

|  |  |
| --- | --- |
| 1 | **Experience** |
|  |  |
| 2 | **Knowledge and Approach** |
|  |  |
| 3 | **Skills** |
|  |  |

**Desirable criteria:**

|  |
| --- |
|  |

**6. Please use this box to tell us about anything else which is relevant and would show your knowledge/skills/experience which has not been covered anywhere else on this form including:**

* Any other experience you have which relates to the post or the person specification and which you have not told us about already.
* Please explain any gaps in your education/work experience
* Any relevant skills or knowledge you have gained from other life experiences that may be relevant

**Criminal convictions**

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order1975. Therefore, we have to ask you:

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence by a court of law in any country? | Yes / No |

If the answer to the above is YES please complete the following

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Place | Offence | Sentence |
|  |  |  |  |

**Data Protection**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment.

As part of any recruitment process, BRR collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Privacy Notice for Job Applicants explains how we will treat the information you provide and is included in this application pack.

Signature for hard copy ………………………………………………

Name: ...................................................... Date: ..................

Please return completed application form either by email to [applications@bristolrefugeerights.org](mailto:brrjob@gmail.com) or hard copy to:

BRR Applications

Bristol Refugee Rights

St Paul’s Learning Centre

94 Grosvenor Road

Bristol

BS2 8XJ

Closing date: 4th June 2018

Interview date: 21st June 2018

Tel for enquiries: 0117 914 5480 or email: info@bristolrefugeerights.org

To help us ensure that Bristol Refugee Rights is recruiting fairly and equitably please complete the form below. Please do not put your name on the form.

This information will not be used by those involved in shortlisting or interviewing for the job. The information provided will be recorded anonymously by BRR staff. The data collected will be used for monitoring and reporting to the Bristol Refugee Rights Board of Trustees, funders and the local authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender?**  Male  Female | | | Gender fluid/non binary/other  Prefer not to say | | |
| **What was your gender at birth?** | | | Male  Female  Prefer not to say | | |
| **Age:**  16-24  25-49  50-64 | | | 65-74  75 or over  Prefer not to say | | |
| **What is your ethnic group?** |  | *Asian or Asian British*  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  *Black or Black British*  African  Somali  Caribbean  Any other Black background  *Any other ethnic groups*  Arab  Iranian  Iraqi  Kurdish | |  | Turkish  Any other ethnic background  *Mixed/Multiple ethnic groups*  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background  *White*  British  Eastern European  Gypsy  Irish  Irish or Scottish Traveller  Roma  Any other white background  Prefer not to say |
| **What is your religion?** |  | Buddist  Christian  Hindu  Jewish  Muslim  Sikh | |  | No religion  Other religion (please write)  ---------------------------------------  Don’t know/not sure  Prefer not to say |
| **Do you consider yourself to have a disability?**  Please describe the nature of your disability | | | Yes  No  Prefer not to say | | |
| **What is your sexuality?** |  | Bisexual  Lesbian  Hetrosexual (straight) | |  | Gay  Other  Prefer not to say |
| **Are you a refugee, former refugee or asylum seeker** | | | Yes  No  Prefer not to say | | |