

Employment Application Form

Please return this form to:

**The North of England Refugee Service
2 Jesmond Road West
Newcastle upon Tyne NE2 4PQ**

PLEASE WRITE CLEARLY IN BLACK INK AS THIS FORM WILL BE PHOTOCOPIED.

ALL INFORMATION WILL BE TREATED CONFIDENTIALLY.

Please note: Applicants are shortlisted for interview on the basis of the information supplied on this application form. It is therefore important that to try to provide full answers, with all information relevant to the job you are applying for.

1. Job applied for:.....

2. Please state how you became aware of this vacancy:
(If newspaper advertisement, give the name of paper)

3. Family names (in capital letters):.....

First names (in capital letters):.....

Preferred title: Mr/Ms/Other (please specify):.....

4. Address for correspondence (in capital letters):

.....

.....

.....

Telephone Number (evening).....

Telephone Number (day-time).....

Office use only

Short listed: YES

Interview

Offer: YES

NO

Time:.....

NO

Date:

5. EDUCATION AND PROFESSIONAL TRAINING HISTORY

Please tell us about your educational qualifications and any training you have had, including courses you are currently doing. Please start with the most recent. You should include details from both the UK and overseas.

(Name & place)	begun & finished	

6. Please state which languages you speak and/or write. Please indicate degree of fluency.

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7. Please give details of any voluntary work you have done, including duties, the level of responsibility and the length of time of your involvement. You should include details from both the UK and overseas.

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8. EMPLOYMENT HISTORY

Please give details of your employment history or work experience placements, starting with the most recent. You should include details from both the UK and overseas. Please continue on another sheet if necessary, ensuring you head it with your full name.

Name of most recent / current employer:.....

Address:.....

Employed from (month & year):..... To:.....

Job Title:.....

Brief description of duties/main responsibilities:.....

.....

.....

.....

Reason for leaving / intending to leave:.....

Name of Employer/organisation:.....

Address:.....

Employed from (month & year):..... To:.....

Job Title:.....

Brief description of duties/main responsibilities:.....

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.....

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Reason for leaving:.....

Name of Employer/Organisation:.....

Address:.....

Employed from (month & year):..... To:.....

Job Title:.....

Brief description of duties/main responsibilities:.....

.....

.....

Reason for leaving:.....

9. PERSONAL STATEMENT

After reading the job description and person specification carefully, please complete this section. The job description details the key areas of main duties and responsibilities involved in the post. The person specification details the key areas of knowledge, abilities, experience and skills required. By using relevant and specific examples, please demonstrate how you meet these requirements.

It is useful if you follow the same headings to make sure that you have covered all the points.

Please also say what attracted you to this job and what qualities you can bring to it.

(A maximum of 2 further A4 sheets may be attached if required for this purpose. Please ensure that you have **only written your initials** on each extra sheet)

10. REFERENCES: Please give details of two persons who can confirm your suitability for this job. Where appropriate, one must be your present or most recent employer (paid work, work experience or voluntary work). Relatives or partners are not acceptable for work references. All offers of employment depend on receiving satisfactory references.

1.Name	2. Name
Address	Address
.....
.....
Tel. No. (work)	Tel. No. (work)
Tel. No. (home)	Tel. No. (home)
Occupation	Occupation
How is this person known to you?	How is this person known to you?
.....
Please tick if you do not wish us to contact referees prior to interview: 1) <input type="checkbox"/> 2) <input type="checkbox"/>	

11. If offered a job, when would you be able to start work?

12. Are you related to any NERS Board of Director or staff members? If you have answered yes, please say what the relationship is.

YES

NO

13. Rehabilitation of Offenders Act 1974

Under the provisions of this ACT you must give us details of any unspent offences. All successful applicants will be subject to a police check.

Have you any unspent criminal convictions or cautions?(please tick) YES NO

If you have answered Yes, please give details:

14. Asylum & Immigration Act 1996

Please see relevant appendix attached to this application form and then complete this section.

Are you required to have a UK work visa/permit? Please tick	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have ticked Yes, do you have a valid work visa/permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have ticked Yes, when does it expire?.....		

Declaration to be signed by applicant

I certify that to the best of my knowledge the information I have given is correct and that I have not omitted any facts which may have a bearing on my application. I understand that if discrepancies are later discovered, NERS has the right to withdraw any job offer and terminate any employment contract.

Signed:..... Date:.....

Note: Only candidates short-listed for interview will be contacted. If you wish to check the status of your application please contact the Personnel Department on 0191 245 7311 ext 211 or email nb@refugee.org.uk

Appendix

North of England Refugee Service Monitoring Form

NERS operates a policy of Equal Opportunity for employment and advancement, which prohibits unlawful or unfair discrimination on the grounds of sex, marital status, race, colour, national or ethnic origin. As part of the implementation of NERS's Recruitment and Selection Policy we wish to collect the information needed in order to ensure that our equal opportunities policies are effective. To assist us in this and for this purpose only, we would appreciate it if you would complete this monitoring form on a *voluntary basis*.

All information will be treated as confidential and *will not* be used in the selection process itself.

Are you:

Male <input style="width: 50px; height: 20px;" type="checkbox"/>	Female <input style="width: 50px; height: 20px;" type="checkbox"/>
Registered Disabled <input style="width: 50px; height: 20px;" type="checkbox"/>	Not-disabled <input style="width: 50px; height: 20px;" type="checkbox"/>

Age:

16 – 20 <input style="width: 50px; height: 20px;" type="checkbox"/>	21 – 30 <input style="width: 50px; height: 20px;" type="checkbox"/>
31 – 40 <input style="width: 50px; height: 20px;" type="checkbox"/>	41 – 50 <input style="width: 50px; height: 20px;" type="checkbox"/>
51 – 65 <input style="width: 50px; height: 20px;" type="checkbox"/>	65+ <input style="width: 50px; height: 20px;" type="checkbox"/>

Please tick if you are:

A Refugee or have leave to remain <input style="width: 50px; height: 20px;" type="checkbox"/>	Asylum Seeker awaiting a decision <input style="width: 50px; height: 20px;" type="checkbox"/>
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How would you describe your ethnic origin?

White

British*
 Irish *
 Other white background*

Asian or Asian British

Indian *
 Pakistani*
 Bangladeshi*
 Any other Asian Background*

Mixed

White and Black Caribbean*
 White and Black African*
 White and Asian*
 Any other mixed background*

Black or Black British

Caribbean*
 African*
 Any other black background

Chinese or other ethnic group

Chinese*
 Latin American
 Middle Eastern
 Any other*

* These categories are based on those used in the UK Census 2000