**APPLICATION FORM**

**Vulnerable Persons Resettlement Scheme**

**TEAM LEADER**

Nottingham & Nottinghamshire Refugee Forum welcomes applicants from all irrespective of gender, marital status, disability, race, age or sexual orientation.

Please submit the completed form by email to recruitment@nottsrefugeeforum.org.uk

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |   | Full Name: |   |
| Address: |   |
| Email: |   | Mobile: |   |
| Landline: |   |

**PRESENT EMPLOYER OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Organisation Name and Address: Postcode:   | Nature of Business:  |
| Department/Section:  |
| Responsible to:  |
| Job Title:  |
| Date of Appointment: Click to enter a date. | Notice Required:  |
| Reason for seeking other employment:  |
| Brief description of duties:  |

**PREVIOUS EMPLOYMENT (PAID OR VOLUNTARY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM – TO**  | **EMPLOYER** | **JOB TITLE & BRIEF DESCRIPTION** | **REASON FOR LEAVING** |
|   |   |   |    |
|   |   |   |    |
|   |   |   |    |
|   |   |   |    |

**EDUCATION & Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| FROM – TO | InsTitution  |  Subject /Course  |  Qualification  gained  |
|   |   |   |    |
|   |   |   |    |
|   |   |   |    |

**PERSONAL DEVELOPMENT & TRAINING**

CONTINUE ON SEPARATE SHEET IF NECESSARY

|  |  |
| --- | --- |
| **DESCRIPTION** | **DATE** |
|  |  |
|  |  |
|  |  |
|  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
| Please tell us no more than 3 sides of A4, how you consider you **meet the requirements of the Person Specification** and how your skills, experience and knowledge will equip you to fulfil this post successfully.  *(continue on separate sheet if necessary)* |

**REFEREES *(One of which must be your present or most recent employer)***

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name:  | Name:  |
| Position Held by Referee:  | Position Held by Referee:  |
| Name of Organisation:  | Name of Organisation:  |
| Address:  | Address:  |
| Telephone No:  | Telephone No:  |
| Email:  | Email:  |
| I permission to take up my references prior to an offer of employment being made (delete as applicable) | I permission to take up my references prior to an offer of employment being made (delete as applicable) |

**DRIVING & WORK PERMIT**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current driving licence?  |   | Do you have regular use of a vehicle? |   |
| Are you eligible to work in the UK? |   | Do you have any unspent convictions ? |   |

If invited to an interview you will be required to show proof of your eligibility. If appointed, you will be asked to complete a Vetting & Barring Disclosure application.

**OTHER**

|  |
| --- |
| Do you have a relationship with anyone who works or volunteers at NNRF? *If yes, please provide the name and role.*   |
| How did you find out about this role? |   |

**DECLARATION**

|  |
| --- |
| I confirm that I have completed this application form and that to the best of my knowledge the information I have provided on it is true and correct.I understand that providing information which is false or misleading shall disqualify me from appointment or if discovered after appointment I may be liable to dismissal without notice.**Signature:**   **Date:** Select the date |

You can sign electronically by entering your full name in block capitals.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above) in accordance with our registration with the Data Protection Commissioner.

Closing date for applications: Midnight, Sunday 16 February 2019