GLOUCESTERSHIRE ACTION FOR REFUGEES AND ASYLUM SEEKERS

APPLICATION FORM
CONFIDENTIAL

Applicants are shortlisted for interview on the basis of the information supplied on the application form. It is therefore important that you provide all the information relevant to the job.

Position applying for:	Ref:

PERSONAL DETAILS

Title (eg Mr / Mrs / Miss / Ms): First name:

Surname / Family Name:

Address:

Post code:

Tel (home): Tel (mobile):

Email address: Full, clean, driving licence and access to vehicle? Y / N

EDUCATION

Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking.

Qualification	Subject	Institution	Date(s)

Training and other relevant experience:

EMPLOYMENT HISTORY

Please give details of all your work history starting with your most recent. Continue on a separate sheet if necessary. You can include work placements if they are the most recent. Please include reasons for any breaks in your employment. Please include any voluntary roles in this section.

Name of current/most recent employer:

Address:

Job title: Dates of employment:

Brief description of duties and purpose of job:

Reasons for leaving: Salaried / Voluntary?

Name of employer/organisation:

Address:

Job title: Dates of employment:

Brief description of duties and purpose of job:

Reasons for leaving: Salaried / Voluntary?

Name of employer/organisation:

Address:

Job title: Dates of employment:

Brief description of duties and purpose of job:

Reasons for leaving: Salaried / Voluntary?

Name of employer/organisation:

Address:

Job title: Dates of employment:

Brief description of duties and purpose of job:

Reasons for leaving: Salaried / Voluntary?

PERSONAL STATEMENT

After reading the job description and person specification, please demonstrate how you meet the criteria set out in the person specification by using relevant and specific examples.
Invitation to interview for the position will depend on how well you meet the set criteria.

Tick box ☐ if you are attaching a continuation sheet. Please number and write your name clearly on extra sheets.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 requires job applicants to give details of any unspent criminal offences. Successful applicants will be subject to police checks as the job involves working with vulnerable people. If you disclose a conviction, you will not necessarily, be barred from employment. We will only consider convictions that affect the nature of the post applied for.

Have you any unspent criminal convictions or cautions? Yes No (please delete as applicable)

If yes please give details below:

REFERENCES

Please provide the names, addresses, and phone numbers of two referees. They should include your most recent or current employer. We may contact your references if you are invited to interview. If you are not prepared to let us contact your current employer, you should indicate this.

Reference 1: most recent or current employer	Reference 2:
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Phone no:	Phone no:
Relationship to you:	Relationship to you:
Please tick if you do not wish us to contact the referee prior to interview ☐	Please tick if you do not wish us to contact the referee prior to interview ☐

After completing the application form, please sign the declaration below:

Declaration

I declare that the information I have given in this application is correct and true to the best of my knowledge and belief.

Signed: Date:

Please return the completed form to: Warren Lee, Director (director@garas.org.uk).

Website: www.garas.org.uk
Email: director@garas.org.uk
Tel: 01452 550528