



Welsh Refugee Council

[JOB APPLICATION]

Please **do not** include or refer to your C.V.

Post Applied for:

This page will be detached from the remainder of this form on receipt and will only be used for contact purposes until after the interview stage.

Personal Details		
Name	Title	Male/Female
	Mr/Mrs/Ms/Miss	
Email		

Address	
	Post code

Home Telephone Number	Mobile Number	Work Telephone Number
May we contact you at work? We will do so discreetly		Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have permission to work in the United Kingdom	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Asylum and Immigration Act 1996 now makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. To comply with this, the Welsh Refugee Council asks prospective employees to produce relevant documentation. Successful applicants must provide relevant documentation before employment commences.	

Disability/Impairment
To improve the diversity of our workforce, Welsh Refugee Council is committed to short-listing candidates meeting minimum selection criteria who have a disability or impairment. For this reason, please indicate if you consider yourself to have a disability or impairment. If you indicate that you have a disability and you are short-listed, we will contact you before the interview to discuss your requirements. This is so our process is accessible and meets your needs
Yes <input type="checkbox"/> No <input type="checkbox"/>

Rehabilitation of Offenders Act 1974	Have you ever been found guilty by a court of any offence which is not treated as spent under the Rehabilitation of Offenders Act 1974 or is there a case against you pending?
	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details below.

References			
First Reference			
Name		Position	
Organization			
Address			
		Post Code	
Telephone No		Fax No	
Relationship to you		Please tick if you do not want us to contact referee prior to interview <input type="checkbox"/>	

Second Reference			
Name		Position	
Organization			
Address			
		Post Code	
Telephone No		Fax No	
Relationship to you		Please tick if you do not want us to contact referee prior to interview <input type="checkbox"/>	

Start Date: If offered this position, how soon would you be able to start?

Declaration:

I certify that the information given on this form is correct to the best of my knowledge. I consent to the Welsh Refugee Council verifying any information given in this application.

Signature: _____ Date: _____

Equal Opportunities Questionnaire

The Welsh Refugee Council is an Equal Opportunities employer and this information is collected in accordance with the code of practice issued by the Commission for Racial Equality.

This information will be separated from your application before the selection process begins.

Post applied for _____

Gender: Male Female

Age Group:

Under 21 21 – 35 35 – 45 45 – 65 over 65

Are you a refugee or asylum seeker? Yes No

How would you describe your ethnic origins?

Chose one selection from [a] to [e] then tick one box to indicate your cultural background

<p>[a] White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p> <p>Please write _____</p>	<p>[b] Mixed</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background <input type="checkbox"/></p> <p>Please write _____</p>	<p>[c] Asian or British Asian</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please write _____</p>
<p>[d] Black</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p>Please write _____</p>	<p>[e] Chinese or Other Ethnic Group</p> <p>Chinese <input type="checkbox"/></p> <p>Any other <input type="checkbox"/></p> <p>Please write _____</p>	

Are you: employed unemployed

Do you consider yourself to be disabled?

Yes No

Where did you see the advertisement for this vacancy?

CONFIDENTIAL

REF NO: _____

Welsh Refugee Council will short-list applicants for interview based on the information supplied on this application form. It is therefore important that you provide all information relevant to the job. If required, additional sheets may be used if there is not enough room on the form. Please do not write your name on any additional sheets, but please ensure you fasten them securely. **You may find it useful to refer to the enclosed sheets on the application and recruitment process.** Please complete the form in **black ink** and return it to the address given at the end of this form. **Please note that CV's will not be accepted so please do not include one as part of this application.**

EDUCATION HISTORY		
Please tell us about your education and qualifications. Please include qualifications gained overseas and those you are currently undertaking.		
Subject	Level / Qualification	Date Gained

Training	Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. This can include formal and informal, in-house and external training.

Employment History	Please give details of your employment, starting with your current or most recent position. Please account for any lapses of time in between. Please continue a separate sheet if necessary.

Current Employment			
POSITION	COMPANY	FROM	TO
Main Duties			

Previous Employment			
POSITION	COMPANY	FROM	TO
Main Duties			

POSITION	COMPANY	FROM	TO
Main Duties			

Please explain any gaps in your employment history:

Voluntary Experience	Please give details of any voluntary or community activities you have done.

