



Welsh Refugee Council

APPLICATION FORM

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

Post Applied for:

Please answer all questions as fully as possible. WRC has an obligation under the General Data Protection Regulation to ensure that all personal information is accurate, up to date and held securely. Please see our Privacy Notice on our website for more information on how we collect, process and store your personal data. We value your support and promise to respect your privacy and adhere to data protection legislation. We will not disclose personal information supplied by you with a third party organisation without your consent. 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
		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"/>
<small>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.</small>		

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: _____

Disability/Impairment
Please indicate if you have a disability which would require reasonable adjustments to allow you to participate fully in the interview process, if you are shortlisted for interview. If so, we will contact you before the interview to discuss your requirements.
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"/> <input type="checkbox"/> If Yes please give details below.

References			
In line with our Privacy Notice for Applicants, please note that any references that we obtain about you are given in the strictest confidence, and are exempt from Subject Access Requests (SARs). Therefore you would be unable to request a copy of any reference we gather about you through the means of an SAR to WRC, your previous employer, or through escalating the issue to the Information Commissioner's Office. Providing referee details and signing this document confirms that you are satisfied with the above explanation and give WRC permission to collect references about you.			
First Reference			
Name		Position	
Organisation			
Email Address			
Address			
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	
Organisation			
Email Address			
Address			
Telephone No		Fax No	
Relationship to you		Please tick if you do not want us to contact referee prior to interview <input type="checkbox"/>	

CONFIDENTIAL

REF NO: _____

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

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 CVs 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			

CONFIDENTIAL

REF NO: _____

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.

Relevant Experience / Skills	
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Please read the Job Description and Person Specification carefully. Use this section to show us how you meet the Person Specification, going through the Person Specification point by point. In addressing each point, please use examples of relevant experience you have gained which illustrate your skills and abilities. However, please ensure you give us only the information relevant to the Person Specification of the post. Please remember you can illustrate your skills by referring to experience gained outside employment including any voluntary work and any experience gained outside the UK that could be relevant.

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?

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

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

[d] Black	[e] Chinese or Other Ethnic Group
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
African <input type="checkbox"/>	Any other <input type="checkbox"/>
Any other Black background <input type="checkbox"/>	Please write _____
Please write _____	

Are you: employed unemployed

Do you consider yourself to be disabled?

Yes No

Where did you see the advertisement for this vacancy?