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##### APPLICATION FORM

You are advised to read the guidance notes before completing the application form. Please continue on separate sheets if necessary.

Post applied for:

Family Name: First Name: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Telephone no. (daytime): (evenings):

E-mail address:\_\_\_\_\_\_\_\_

Please give the names, addresses and telephone numbers of two persons who can comment on your suitability for this post. One of whom where possible should be your present or most recent employer, whom we can contact for references.

References will only be taken up following a successful interview. An offer of employment will depend on receipt of satisfactory references.

**Referee 2**

|  |
| --- |
| Name: |

|  |
| --- |
| Position held and relationship: |

|  |
| --- |
| Address: |

|  |
| --- |
| Telephone: |

|  |
| --- |
| E-mail: |

**Referee 1. (Present or most recent employer)**

|  |
| --- |
| Name: |

|  |
| --- |
| Position held and relationship: |

|  |
| --- |
| Address: |

|  |
| --- |
| Telephone: |

|  |
| --- |
| E-mail: |

z

**EDUCATION & TRAINING**

|  |  |
| --- | --- |
| **EDUCATION** Please list all your education and qualifications gained both in the UK and overseas. | |
| Name of University/College/School | Qualifications Obtained (including those outside the UK) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **TRAINING** Please describe any professional, vocational, short courses or in-service training undertaken in the UK and overseas. | |
| Course title | Qualification obtained (if any) |
|  |  |
|  |  |
|  |  |
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|  |  |

EMPLOYMENT AND VOLUNTEERING

Please include paid and voluntary work, both in the UK and overseas, and begin with details of your recent position of employment.

|  |  |  |
| --- | --- | --- |
| Dates | Name of Employer | Job or voluntary Title  Main Duties/ Responsibilities |
|  |  |  |
|  |  |  |
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#### OTHER EXPERIENCE

Is there anything you have been doing in the last few years that you would like to tell us about - for **example, travel, special interests, or childcare?**

## EXPERIENCE, SKILLS, UNDERSTANDING AND KNOWLEDGE

Please complete the sections below referring to the job description and candidate specification and describing your experience, knowledge, understanding and skills in each area. Please give examples and continue on additional sheets as necessary. All are Essential (E) unless otherwise indicated as Desirable (D).

|  |  |
| --- | --- |
|  | Experience of events coordination (including design, planning, managing and evaluation) or experience of similar planning activities  *Please give examples.* |
|  | Experience of promoting free and paid for events; and skilled in converting participant interest into sales.  *Please give examples.* |
|  | Experience of using IT, demonstrating use and creative application of office and online software to support event publicity (e.g. Word and Excel; databases; virtual IT tools such as Dropbox, skype; online events systems such as Doodle poll and Eventbrite; skills in editing websites and social media).  *Please give examples.* |
|  | Skilled in creating engaging content for social media to promote events (D)  *Please give examples.* |
|  | Skilled in basic book keeping and invoicing, or similar, that demonstrates accuracy with numbers and ability to catalogue and maintain records.  *Please give examples.* |
|  | Knowledge and understanding of managing projects within a small team (e.g. working collaboratively, engaging others, planning and communicating activities).  *Please give examples.* |
|  | Understanding of places of education (schools, universities, community education) and knowledge of what their needs are in terms of events and training (D)  *Please give examples.* |
|  | Commitment to the values of LWC, and ability to work in small teams as well as independently demonstrating creativity, initiative and resolve.  *Please give examples.* |

ADDITIONAL INFORMATION

|  |
| --- |
| **Immigration, Asylum and Nationality 2006 Act** (the ‘2006 Act’)  Refugee Action has a high commitment towards the diversity of our staff. If you are offered employment with Refugee Action we are committed to helping you, as far as we can, to comply with any conditions that the law provides for around employment.  Section 15 to 26 of the Immigration, Asylum and Nationality 2006 Act (the ‘2006 Act’) came into force on 29 February 2008. It is an offence for Refugee Action to employ you if you are not entitled to work in the UK. In order for Refugee Action to comply with this act, you must produce documents confirming your eligibility, listed by the Home Office, **before** starting work. For more information please see [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk). |

**Disclosure Of Unspent Convictions**

Any offer of employment is subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions. The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Human Resources Department and Directors only.

**Data Protection Act 1998**

I confirm that the information set out in this application are, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equal opportunities form can be stored and processed in accordance with Refugee Actions Data Protection policy.

Signature: .............................................................. Date: