1. **ABOUT THE VACANCY**

**VACANCY APPLIED FOR:**

**EMPLOYER:** Refugee & Migrant Centre

How did you hear about the vacancy?

Return this Form to:

The Refugee & Migrant Centre  
1st Floor Roma Parva Building  
9 Waterloo Road  
Wolverhampton  
WV1 4NB

**vacancies@rmcentre.org.uk**

1. **APPLICANT’S PERSONAL DETAILS**

**SURNAME:**

**FORENAME(s):**

**TITLE:**

**DAYTIME TEL NO:**

**EVENING TEL NO:**

**ADDRESS:**

**POSTCODE:**

**EMAIL ADDRESS:**

**NATIONAL INSURANCE NO:**

**3. EMPLOYMENT STATUS**

**Are you legally entitled to work in the UK? Yes  No **

**We will ask for proof if you are successful in this application.**

**Do you hold a valid driving license? Yes  No **

**If you require any other arrangements when attending interview, please outline below:**

**(All successful applicants will be required to provide evidence of their entitlement to work in the UK)**

1. **PREVIOUS EMPLOYMENT**

**PLEASE START WITH YOUR CURRENT/ MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER** | **DATES (TO –FROM)** | **POSITION HELD** | **REASON FOR LEAVING** |
|  |  |  |  |

**5. EDUCATION AND TRAINING**

**PLEASE START WITH YOUR MOST RECENT EDUCATION**

|  |  |  |
| --- | --- | --- |
| **UNIVERSITY/COLLEGE/SCHOOL OR OTHER PLACE OF EDUCATION** | **DATES (TO-FROM)** | **QUALIFICATIONS ACHIEVED** |
|  |  |  |

**6. SUPPORTING STATEMENT**

**Please provide any further relevant details, such as your experience, skills, abilities and personal qualities that you believe are relevant to your suitability for the post and indicate how you meet the person specification. Please submit a maximum of 2 sides of A4.**

1. **PROFESSIONAL REFERENCES**

**Please supply the** **names and addresses of TWO people willing to provide references.**

**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**E-MAIL:**

**POSITION HELD:**

**Please state the context in which this person is known to yourself:**

**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**E-MAIL:**

**POSITION HELD:**

**Please state the context in which this person is known to yourself:**

**Can we contact your references prior to interview?**

**Yes  No **

**I can confirm that, to the best of my knowledge, the information that I have given on this form is correct.**

**Signature:**

**Date:**

**DECLARATION BY APPLICANT**

RMC is striving to treat everyone equally, regardless of their race, sex, age, sexual orientation, marital status or disability.

As part of our monitoring process, we ask you to complete the questions on this sheet. This information is confidential and it will be used only to monitor recruitment and to ensure that it is done fairly. This form will not be seen by the Selection Panel who interviews you. It is not compulsory to fill in this form; however we hope that you will.

1. My sex is: FEMALE ❑ MALE ❑

2. How would you describe your race?

A **White**

❑ British

❑ Irish

❑ Any other white background, please write in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B  **Mixed**

❑ White and Black Caribbean

❑ White and Black African

❑ White and Asian

❑ Any other Mixed background, please write in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C **Asian or Asian British**

❑ Indian

❑ Pakistani

❑ Bangladeshi

❑ Any other Asian Background, please write in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D  **Black or Black British**

❑ Caribbean

❑ African

❑ Any Other Black background, please write in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E **Chinese or other ethnic group**

❑ Chinese

❑ Other ethnic group, please write in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehabilitation of Offenders Act 1974

Posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

Any disclosure will be required only if you are selected as the most suitable applicant for the post. RMC also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

**General Data Protection Regulation (GDPR)**

RMC will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of General Data Protection Regulation (GDP). The Act gives you the right to see a copy of the information held about you on request from The Data Protection Lead Officer on 01902 311 554. Our Privacy Policy can be seen on our website www.rmcentre.org.uk

4. Would you describe yourself as having a disability? YES/NO

If yes, are you registered as disabled? YES/NO

3. My age is: 16-19 ❑ 20-29 ❑ 30-39 ❑

40-49 ❑ 50-59 ❑ 60+ ❑