Job application form

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| **About the vacancy** | |
| Vacancy applied for: |  |
| 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 |

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| **Your details** | |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| National Insurance number |  |

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| **Employment status** | |
| Are you legally entitled to work in the UK?  We will ask for proof if you are successful in this application | Yes/No |
| Do you hold a valid driving license? | Yes/No |
| If you require any other arrangements when attending interview, please outline below: | |

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| **Previous employment**  Please start with your current/most recent employment | | | |
| Employer | Dates (to - from) | Position held | Reason for leaving |
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| **Education and training**  Please start with your current/most recent education | | |
| University/college/school | Dates (to - from) | Qualifications achieved |
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| **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 two sides of A4. |
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| **Professional references**  Please supply the names and addresses of two people willing to provide a reference | |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Relationship to you |  |
| Can we contact prior to interview? | Yes/No |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Relationship to you |  |
| Can we contact prior to interview? | Yes/No |

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| **Declaration** |
| I confirm that, to the best of my knowledge, the information that I have given on this form is correct.  Name:  Signature:  Date: |

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| **Equal opportunities monitoring** |
| 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. |
| **Sex:**   * Male * Female * Prefer not to say |
| **How would you describe your race?**   * Prefer not to say   **White**   * British * Irish * Other, please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Mixed**   * White and Black Caribbean * White and Black African * White and Asian * Other, please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Asian or Asian British**   * Indian * Pakistani * Bangladeshi * Other, please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Black or Black British**   * Caribbean * African * Other, please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Chinese or other ethnic group**   * Chinese * Other, please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Your age**   * Prefer not to say * 16-19 * 20-29 * 30-39 * 40-49 * 50-59 * 60+ |
| Would you describe yourself as having a disability? Yes/No  If yes, are you registered disabled? Yes/No |

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| 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. |

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| **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 |