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: |

**Equal Opportunities Monitoring Form**

RMC wants to meet the aims and commitments set out in our Equality Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the makeup of the workforce in encouraging equality and diversity.

The Refugee and Migrant Centre will provide equal opportunities to all employees and job applicants, and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation

In order for the organisation to ensure compliance, a system of monitoring has been set up. We have only asked for your name (at the final part of this form) so that monitoring can take place at both the short-listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on the computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions, but if you do respond, all information provided will be treated in the strictest confidence and used only for the purposes of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always email this form separately, if you wish.

Thank you for your assistance in completing this form. This form should be kept separate from interviewing personnel to avoid the risk of a discrimination claim.

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| **What best describes your gender?** | | |
| Male ☐ | Female ☐ | Prefer not to say ☐ |
| If you prefer to use your own term, please specify here: | | |

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| **Is your gender identity the same as the sex you were assigned at birth?** | | |
| Yes ☐ | No ☐ | Prefer not to say ☐ |

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| **What is your sexual orientation?** | | | | |
| Heterosexual/Straight ☐ | Gay ☐ | Lesbian ☐ | Bisexual ☐ | Prefer not to say ☐ |
| If you prefer to use your own term, please specify here: | | | | |

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| **What is your marital status?** | | |
| Married/Civil Partnership ☐ | Single ☐ | Prefer not to say ☐ |
| If you prefer to use your own term, please specify here: | | |

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| **What is your age?** | | | |
| Under 18 ☐ | 18–29 ☐ | 30–39 ☐ | 40–49 ☐ |
| 50–59 ☐ | 60–65 ☐ | Over 65 ☐ | Prefer not to say ☐ |

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| **Do you consider yourself to have a disability or health condition?** | | |
| Yes ☐ | No ☐ | Prefer not to say ☐ |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. We are committed to meeting the needs of people with learning difficulties or disabilities.

If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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| **What is your ethnic group?** | | | | | |
| **White** | | | | | |
| English/Welsh/Scottish/Northern Irish/British ☐ | Irish ☐ | Gypsy or Irish Traveller ☐ | | Any other White background please describe: | |
| **Mixed/Multiple Ethnic Groups** | | | | | |
| White and Black Caribbean ☐ | White and Black African ☐ | White and Asian ☐ | | Any other Mixed/Multiple ethnic background, please describe: | |
| **Asian/Asian British** | | | | | |
| Indian ☐ | Pakistani ☐ | Bangladeshi ☐ | | Chinese ☐ | Any other Asian background, please describe: |
| **Black/African/Caribbean/Black British** | | | | | |
| African ☐ | Caribbean ☐ | | | Any other Black/African/Caribbean background, please describe: | |
| **Other ethnic group** | | | | | |
| Arab ☐ | | | Any other ethnic group, please describe: | | |
| **Prefer not to say ☐** | | | | | |

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| **What is your religion?** | | | |
| No religion ☐ | Buddhist ☐ | Hindu ☐ | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) ☐ |
| Jewish ☐ | Muslim ☐ | Sikh ☐ | Any other religion, prefer to self-describe: |
| **Prefer not to say ☐** | | | |

**General Data Protection**

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

For the purposes of compliance for *The General Data Protection Regulation*, I hereby confirm that, by completing this form, I give my consent to the organisation processing the data supplied on this form for the purposes of equal opportunities monitoring.

Signed: …………………………………… Name: ……………………………………

Date: ……………………………………