

APPLICATION FORM

Applicants are shortlisted for interview based on the information supplied on the application form. It is therefore important that you provide all information relevant to the job. Please complete the form in black ink or type and return to the address indicated at the bottom of the form. Please do not attach CVs or other paperwork

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| --- | --- | --- | --- |
| Post you are applying for | **Campaigns Project Manager, North East** | | |
| Name |  | | |
| Address |  | | |
| Telephone number |  | | |
| Email |  | | |
| EDUCATION | | | |
| Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking. | | | |
| Subject | | Qualification | Institution gained at & year awarded |
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| 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. | | | |
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| Tick box if you are attaching a continuation sheet and please write your name clearly on the extra sheet. | | | |

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| EMPLOYMENT HISTORY | | | | | | | |
| Please give details of your work history starting with your most recent employment. Continue on a separate sheet if necessary. You can include relevant work experience & volunteering placements. Please include reasons for any breaks in employment. | | | | | | | |
| 1 | Name of current/most recent employer: | |  | | | | |
|  | Address: |  | | | | | |
|  | Job Title: | | | Employed from: |  | To: |  |
| Current/most recent salary: | | | | | | | |
|  | *Brief description of duties and purpose of the job:* | | | | | | |
|  | Reason for intending to leave: | | | | | | |
| 2 | Name of Employer/Organisation: | |  | | | | |
|  | Address: |  | | | | | |
|  | Job Title: | | | Employed from: |  | To: |  |
|  | *Brief description of duties and purpose of the job:* | | | | | | |
|  | Reason for leaving: | | | | | | |
| 3 | Name of Employer/Organisation: | |  | | | | |
|  | Address: |  | | | | | |
|  | Job: | | | Employed from: |  | To: |  |
|  | *Brief description of duties and purpose of the job:* | | | | | | |
|  | Reason for leaving: | | | | | | |

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| 4 | | Name of Employer/Organisation: | |  | | | | | |
|  | | Address: |  | | | | | | |
|  | | Job Title: | | | Employed from: | |  | To: |  |
|  | | *Brief description of duties and purpose of the job:* | | | | | | | |
|  | | Reason for leaving: | | | | | | | |
| 5 | | Name of Employer/Organisation: | |  | | | | | |
|  | | Address: |  | | | | | | |
|  | | Job Title: | | | Employed from: | |  | To: |  |
|  | | *Brief description of duties and purpose of the job:* | | | | | | | |
|  | | Reason for leaving: | | | | | | | |
| 6 | | Name of Employer/Organisation: | |  | | | | | |
|  | | Address: |  | | | | | | |
|  | | Job Title: | | | Employed from: | |  | To: |  |
|  | | *Brief description of duties and purpose of the job:* | | | | | | | |
|  | | Reason for leaving: | | | | | | | |
| Please give details of any voluntary work or community activity you have done: | | | | | | | | | |
|  | | | | | | | | | |
| Tick boxif you are attaching a continuation sheet, and please write your name clearly on the extra sheet.  ---------------------------------------------------------------------------------------------------------------------------------------------------------- | | | | | | | | | |
| PERSONAL STATEMENT | | | | | | | | | |
| Please set out how you meet the criteria set out in the person specification and why you want this job **in no more than 2000 words**. If it is helpful please list the criteria on the person specification and set out underneath how you meet each one. Please give clear examples of things you have done. | | | | | | | | | |
|  | | | | | | | | | |
| Tick box  if you are attaching a continuation sheet and please write your name and the page number on all extra sheet. | | | | | | | | | |
| REHABILITATION OF OFFENDERS ACT | | | | | | | | | |
| Under the provision of this Act you must give details of any unspent offences.  The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration at short listing or interview stage. | | | | | | | | | |
| Have you any unspent criminal convictions or cautions? | | | | | | | | | |
| Please give brief details if the answer is yes, i.e. nature of offence, place and date of judgement, sentence. | | | | | | | | | |
| REFERENCES | | | | | | | | | |
| Please give names, addresses and telephone numbers of two people who can confirm your suitability for this position. One should be your present or most recent employer, volunteer manager or tutor. Relatives or partners are not acceptable as references. All appointments are subject to the receipt of satisfactory references. | | | | | | | | | |
| ***First Referee*** | | | | | | ***Second Referee*** | | | |
| Name: | | | | | | Name: | | | |
| Position: | | | | | | Position: | | | |
| Organisation: | | | | | | Organisation: | | | |
| Address: | | | | | | Address: | | | |
| Telephone: | | | | | | Telephone: | | | |
| How is referee known to you? | | | | | | How is referee known to you? | | | |
|  | Please tick if you ***do not wish*** ***us*** to contact the referee prior to interview | | | | | | | | |
|  | If you were offered this position, how soon would you be available to start? | | | | | | | | |
|  | I certify that the information given on this form is correct to the best of my knowledge and I consent to Asylum Matters checking any information provided. If a false or misleading statement is found, I understand that my employment may be terminated without notice.  Signed …………………………………………………………………… Date: ………………………….…  Please return this completed application form to the following address:  Email: [estelle@asylummatters.org](mailto:estelle@asylummatters.org)  **Closing date: 5pm on Friday 14 December 2018**  Interviews will be held in Newcastle on Thursday 20 December 2018 | | | | | | | | |