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**Refugee Survival Trust**

**Job Application Form**

**Please note that Part A of the form will not be seen by the selection committee.**

Please complete this form in **black ink or type** and return it to: [administrator@rst.org.uk](mailto:administrator@rst.org.uk) by **12 noon** on **Friday 15th July 2016** with ‘**Coordinator Job Application**’ and your name in the subject.

**PART A: Personal Information**

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| **Post applied for** |  |

|  |  |
| --- | --- |
| **First Name** |  |
| **Last name** |  |
| **Home address**  **Postcode** | |
| **Address for correspondence if different from above**  **Postcode** | |
| **Telephone (home)** |  |
| **Telephone (mobile)** |  |
| **Email** |  |
| **Preferred method of communication** |  |
| **Where did you hear about this vacancy?** | |

**References**

**Please list two people whom we can approach as a reference for you.**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Job title** |  |  |
| **Organisation** |  |  |
| **Address** (including postcode) |  |  |
| **Best contact number** |  |  |
| **Email** |  |  |
| **Relationship to you** |  |  |

**Declaration**

1. I declare that the information in this application is correct and truthful. If I have misled the Selection Panel, I agree to my disqualification from the selection process or immediate termination of the role.

2. I understand that the information provided on this form and that obtained from other relevant sources will be used to process my application to become an employee of the Refugee Survival Trust and to monitor the recruitment process. I understand that it may also be used to ensure compliance with the law; and for the prevention or detection of crime, to protect public funds, or in other ways as permitted by law.

I agree to the processing of my data, in accordance with the Data Protection Act 1998, by the Refugee Survival Trust.

Signature: Date:

**Parts B and C of the application form will be seen by the selection panel**

**Part B: Training, Education and Experience**

Please list your most recent/relevant Educational and Professional Qualifications. Please also list any qualifications you are working towards, and the expected completion date.

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| **Qualification** | **Subject** | **Date Awarded** |
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**Part C: Competencies**

We use a competence based assessment system which looks at your knowledge, skills and experience rather than what jobs or education you’ve had. This means that you should use this application to give examples of where you have demonstrated or used the knowledge, skills and experience outlined in the job description and person specification.

You can use examples from your working or personal life, including any voluntary work. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title as the selection panel will not be able to make assumptions based on this information alone.

It is helpful if you explain:

* How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result.
* When you learned the skills or knowledge.
* How often you used the skill or knowledge.

**Please give examples of how you meet the essential and desirable criteria outlined in the person specification.** Please feel free to expand the boxes or to provide further information on an additional sheet(s).

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**Finally, please explain why you are interested in and suitable for this post.**

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