

Ref Number (for official use only)	
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SCOTTISH REFUGEE COUNCIL

APPLICATION FORM

Please complete this application form in typescript or black ink.

Please **do not** submit your application form in PDF file type.

NOTE: If you wish to apply for more than one post, please submit separate application forms and state the reference number and position for which you are applying.

Position applying for:		
Reference Number:		
Full name:		
Home Address:		
Telephone Nos.	Mobile:	Home:
Email Address:		
Under the terms of the 1996 Asylum and Immigration Act, do you have permission to work in the UK? ☐ Yes ☐ No (please tick one box)		
Where did you see/hear of this vacancy?		
Are you related to any staff members, Director or other officials of the Scottish Refugee Council? ☐ Yes ☐ No (please tick one box)		
If yes, please give details.		

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1. SECONDARY EDUCATION					
Name & Address of School Attended	Certificates Gained	Subjects Studied	Results/Grade (e.g. ABC or 123)	Month/Year	Tick if Awaiting Results?

2. FURTHER, VOCATIONAL AND HIGHER EDUCATION				
List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting)				
College/University	Dates		Qualifications Obtained, Grade(s) and Major Subjects Studied	Date Awarded/Awaited
	From	To		

3. PROFESSIONAL AND OTHER TRAINING	
Details	Date Awarded

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4. PRESENT / MOST RECENT EMPLOYER

Please tick the box if you have any objections to your current employer being contacted prior to interview (tick) ☐

Name and Address of Employer:

Employed - From: To:

Present Salary:

Notice Required:

Position Held:

Reason for Leaving/Intending to Leave:

Responsibilities and Current Duties:

5. PREVIOUS EMPLOYMENT

Please give details of all your work history starting with your most recent employment, you can include any work experience placement. Please include reasons for any breaks in employment. Continue on a separate sheet if necessary.

Dates		Name & Address of Employer	Position Held and Nature of Duties	Reason for Leaving
From	To			

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6. EXPERIENCE, SKILLS AND TRAINING

Please relate your experience, skills and training to the job description and person specification. Continue on a separate sheet if necessary.

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7. COMMENTARY

Please use this section to explain why you are applying for this post.

8. OTHER RELEVANT INFORMATION TO SUPPORT YOUR APPLICATION

Please include any details of voluntary work, membership of organisations, etc.

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9. REFEREES			
Please give names, addresses and telephone numbers of two persons who can confirm your suitability for this position and should, preferably, know you in a work capacity. One must be your present or most recent employer (paid or voluntary work). Relatives or partners are <u>not</u> acceptable as work referees. All appointments are subject to the receipt of references satisfactory to the Scottish Refugee Council.			
1.	Name:	2.	Name
	Position:		Position
	Organisation:		Organisation:
	Address:		Address:
	Email: Phone No:		Email: Phone No:
	Please tick the box if you have any objection to a referee being contacted prior to interview ☐		Please tick the box if you have any objection to a referee being contacted prior to interview ☐
(Reference will only be taken up for short-listed applicants)			

