Job Application formA picture containing shape

Description automatically generated

Applicants are shortlisted for interview on the basis of the information supplied in the application form. It is therefore important that you provide all information relevant to the job.

**You may find it useful to read the guidance notes on the Recruitment and Selection process.**

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| Post Title: |
| How did you hear about this vacancy: |

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| PERSONAL DETAILS | | | | | |
| Title (eg Mr, Ms, Mrs, Miss):       First Name: | | | | | |
| Surname/Family Name: | | | | | |
| Address: | | | | | |
|  | | | | Post Code: | |
| Tel. (home): | | Tel. (mobile): | | | |
| Tel. (work): | | May we contact you at work? | | | |
| E-mail: | | | | | |
| Preferred method of contact: | Letter | | Email | | Phone |
| Full, clean, driving licence and access to vehicle? | | | **Yes** | | **No** |

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| **ELIGIBILITY TO WORK IN THE UK** | | |
| **The Asylum, Immigration and Nationality Act 2006** makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. In compliance with this SHARe Knowsley asks prospective employees to produce relevant documentation. Successful applicants **must** provide relevant documentation before employment commences. | | |
| **Are you eligible to work in the UK?** | **Yes** | **No** |

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| 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 | Level/Qualification and date gained | Institution where gained |
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| TRAINING AND OTHER RELEVANT EXPERIENCE |
| 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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| **Please give details of any voluntary work or community activity you have done:** |
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| **EMPLOYMENT HISTORY** | | |
| **Name of current/most recent employer****/ Organisation**: | | |
| Address: | | |
| Job Title: | | |
| Salary: | Employed from: | To: |
| Brief description of duties and purpose of the job: | | |
|  | | |
| Reason for leaving/intending to leave: | | |

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| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
|  | | |
| Reason for leaving: | | |
| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
|  | | |
| Reason for leaving: | | |

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| **Name of Employer/Organisation**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties: | | |
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| Reason for leaving: | | |

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| **Experience, Skills, Knowledge and Understanding** |
| After reading the job description and person specification, please outline why you have applied for this role and demonstrate how you meet the criteria set out in the person specification by using relevant and specific examples.  Invitation to interview for the position will depend on how well you meet the set criteria.  Please refer to the *Recruitment and Selection* guidance notesenclosed with your application pack. |
| Question 1: Please outline your understanding of the needs, experiences and hopes of people seeking sanctuary (e.g. people seeking asylum or who have refugee status) *(please give examples)* |
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| Question 2: Please outline your knowledge of how adults learn; and understanding of how to apply this when working with volunteers/staff from diverse backgrounds (e.g. recruitment, training and evaluation etc.) *(please give examples)* |
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| Question 3: Please outline your communication skills, demonstrating good listening and ability to adjust communication for diverse audiences *(please give examples)* |
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| Question 4: What experience do you have of using IT skills to demonstrate clear communication of ideas (Word, PowerPoint etc.), accuracy with numbers (Excel etc.) and creative application (social media posts, Canva etc.) *(please give examples)* |
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| Question 5: Please set out your skills and ability to be reflective in your practice, demonstrating ability to identify what is working well and solutions to problems, using this to develop a programme/service. *(please give examples)* |
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| Question 6: Please tell us about your organisational skills demostrating ability to plan, deliver and monitor multiple activities. *(please give examples)* |
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| Question 7: Tell us about your experience of working with organisations (e.g. schools, faith groups, charities, local authorities) that demonstrates ability to develop partnerships and sustain working relationships. *(please give examples)* |
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| Question 8: Tell us how you and your work connects with the values of SHARe Knowsley (Dignity; Inclusion; Compassion; Empowerment ; Collaboration; Integrity; Flexibility) *(please give examples)* |
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| Question 9: Tell us how you have worked within a small, creative and dynamic team, whilst being able to work independently and exercise initiative *(please give examples)* |
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| Question 10. Do you have a driving license and access to a car for work purposes? |
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| Anything else you would like to add? (Additional interests, caring responsibilities etc) |
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| **REHABILITATION OF OFFENDERS ACT** | | |
| The Rehabilitation of Offenders Act 1974 requires job applicants to give details of any unspent criminal offences. Successful applicants will be subject to police checks as the job involves working with vulnerable people. If you disclose a conviction, you will not necessarily, be barred from employment. We will only consider convictions that affect the nature of the post applied for. | | |
| Have you any unspent criminal convictions or cautions? | Yes | No |
| If YES please give brief details, (the nature of the offence; place and date of judgement; sentence). | | |

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| **REFERENCES** | | |
| All appointments are subject to the receipt of 2 satisfactory references to SHARe Knowsley.  Please give names, addresses and telephone numbers of persons, who can confirm your suitability for this position. References need to cover a minimum of 2 years of employment. This will usually be your present or most recent employer (paid or voluntary work) and/or a person able to comment on your character. Relatives or partners are not acceptable as work referees. | | |
| ***First Referee*** | ***Second Referee*** | |
| Name: | Name: | |
| Position: | Position: | |
| Organisation: | Organisation: | |
| Address: | Address: | |
| Telephone: | Telephone: | |
| Email: | Email: | |
| How is referee known to you? | How is referee known to you? | |
| Can we contact them prior to interview? | Can we contact them 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 SHARe Knowsley checking any information provided. If a false or misleading statement is found, I understand that my employment may be terminated without notice. | | |
| Signed (if submitting by email, this can be a typed name -with personal email counting for signature) | | Date |
| All posts for SHARe Knowsley require an understanding of the needs of refugees and issues facing ethnic minorities in the U.K. In addition, we require a strong personal commitment to equal opportunities from all our employees. | | |

Please complete and return as an attachment to: [**pablo.guidi@shareknowsley.org.uk**](mailto:pablo.guidi@shareknowsley.org.uk)stating the Job Title you are applying for, in the Subject line of your email.

Please also complete and attach the Equal Opportunities Form

Alternatively, the application can be printed off and completed using black ink. All completed forms should be sent to the Administrator, SHARe Knowsley, The Old School House, St Johns Road, Huyton, Liverpool L36 0UX

Final submission date is **12noon,** **Monday 19th May 2025**