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| logo_hand_low_res | | | | | **APPLICATION FOR EMPLOYMENT**  **SECTION A**  (This form is not complete without section B) | | | | | | | | | | | |
| Please note that if you have a disability and you require this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact Recruitment at Oasis UK in writing, or by email or telephone. | | | | | | | | | | | | | | | | |
| **POST APPLIED FOR:** Operations Director | | | | | | | | | | | | | | | | |
| **LOCATION:** London | | | | | | | | | | | | | | | | |
| **HOW DID YOU HEAR ABOUT THIS VACANCY?** | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | |
| **FAMILY NAME:** (including preferred title) | | | | | | | | | | | | | | | | |
| **FIRST NAME(S):** | | | | | | | | | | | | | | | | |
| **ADDRESS:** (including postcode) | | | | | | | | | | | | | | | | |
| **CONTACT TELEPHONE NUMBER:** | | | | | | | | | | | | | | | | |
| **EMAIL ADDRESS:** | | | | | | | | | | | | | | | | |
| **NATIONALITY:** | | | | | | | | | | | | | | | | |
| **NATIONAL INSURANCE NUMBER:** | | | | | | | | | | | | | | | | |
| **ARE YOU ELIGIBLE TO WORK IN THE UK?** (please tick as relevant) YES □ NO □ | | | | | | | | | | | | | | | | |
| Please state what documentation you can provide to demonstrate this: eg British passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.  Please note that for a UK-based post, we are only able to consider applications from individuals who hold the right to reside and work in the UK.  Should you be shortlisted you will be asked to bring this documentation to interview. Any subsequent offer of employment will be subject to successful verification of your right to work in the UK. | | | | | | | | | | | | | | | | |
| **DO YOU HOLD A CURRENT DRIVING LISCENCE?** | | | | | | | | | | | | | | | | |
| This page of the Application Form will be detached prior to short-listing. | | | | | | | | | | | | | | | | |
| **For Office Use Only:**  **Application Number:** | | | | | | | | | | | | | | | | |
| **EDUCATION** (Please give details of education from age 11) | | | | | | | | | | | | | | | | |
| **SCHOOL/COLLEGE/UNIVERSITY** | | | **DATES ATTENDED** | | | | | | | **SUBJECT/COURSE** | | | | **LEVEL OF EXAM** | | **GRADE** |
| **FROM** | | | **TO** | | | |
|  | | |  | | |  | | | |  | | | |  | |  |
| **OTHER QUALIFICATIONS:** including membership of professional bodies | | | | | | | | | | | | | | | | |
| **EMPLOYMENT AND CAREER HISTORY** (please list latest jobs first) | | | | | | | | | | | | | | | | |
| **PRESENT EMPLOMENT** (please state if you are unemployed and whether you are registered) | | | | | | | | | | | | | | | | |
| **NAME AND ADDRESS OF PRESENT EMPLOYER** | | | | | | | **JOB TITLE:** | | | | | **DATE STARTED:** | | | | |
| **FROM WHAT DATE WOULD YOU BE AVAILABLE TO TAKE UP A NEW APPOINTMENT?** | | | | | | | | | |
| **PRESENT SALARY:** | | | | | | | | | |
| **POSITION AND DESCRIPTION OF PRESENT AND, IF RELEVANT, PAST RESPONSIBILITIES:** | | | | | | | | | | | | | | | | |
| **REASON FOR LEAVING?** | | | | | | | | | | | | | | | | |
| **NAME OF EMPLOYER** | | **POSITION(S) AND RESPONSIBILITIES** | | | | | **DATES** | | | | | **REASON FOR LEAVING?** | | | | |
| **FROM** | | | | **TO** |
|  | |  | | | | |  | | | |  |  | | | | |
| **ADDITIONAL INFORMATION** (please use additional sheet if necessary).  Are you currently or have you ever been an employee or volunteer for any STOP THE TRAFFIK project? YES/NO – if YES, please provide details  Are you related to, or know personally, any STOP THE TRAFFIK employee/volunteer? YES/NO – if YES, please provide details (Name/Position within STOP THE TRAFFIK/Relationship of person to you)  Have you applied previously for a post within STOP THE TRAFFIK? YES/NO – If YES please give details (post/date) | | | | | | | | | | | | | | | | |
| **CRIMINAL CONVICTIONS**  This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are ‘spent’ and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially and will not necessarily be a bar to employment.  Have you ever been charged with, cautioned or convicted of a criminal offence? YES/NO  Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? YES?NO  If YES, please attach details including the offence and date | | | | | | | | | | | | | | | | |
| **ADDITIONAL COMMENTS RELEVANT TO YOUR APPLICATION:** | | | | | | | | | | | | | | | | |
| **REFERENCES:** (please give names and addresses of three referees who are not related to you) | | | | | | | | | | | | | | | | |
| Referee 1 (Employer)  Name and address  Contact Tel No Email: | | | | | | | | | | | | | | | | |
| Referee (Employer 2 or Education Referee)  Name and address  Contact Tel No: Email: | | | | | | | | | | | | | | | | |
| Referee 3 (personal contact)  Name and address  Contact Tel No Email: | | | | | | | | | | | | | | | | |
| **DATA PROTECTION STATEMENT**  The information provided by you on this form, together with that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If your application is successful and you become employed with STOP THE TRAFFIK the information will be used in the administration of your employment and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above). | | | | | | | | | | | | | | | | |
| **DECLARATION**  I consent to a criminal records check if appointed to the position for which I have applied.  I agree to inform STOP THE TRAFFIK if I am convicted of an offence after I take up any post within STOP THE TRAFFIK. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I agree to inform STOP THE TRAFFIK if I become the subject of a police and/or a social services (Children’s social care or Adult Social Services) department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I declare that to the best of my knowledge and belief, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks of employment eligibility and criminal convictions, all of which must be deemed by STOP THE TRAFFIK as satisfactory  **SIGNED: DATE:** | | | | | | | | | | | | | | | | |
| **RETURN TO:**  Mark Norris  HR Advisor  c/o Oasis UK  1 Kennington Road  London SE1 7QP  Tel: 020 7921 4259  Email: recruitment@oasisuk.org | | | | | | | | For Office Use Only EO Ref:  Date application form received  References Sent  1) 2) 3)  References returned  1) 2) 3)  Interview confirmed YES/NO  Interview date Time | | | | | | | | |
| Selected | | | | | Yes | | No | |
| a) At short-list stage | | | | |  | |  | |
| b) After interview | | | | |  | |  | |
| logo_hand_low_res | | | | | | | | **APPLICATION FOR EMPLOYMENT**  **SECTION B** | | | | | | | | |
| **POST APPLIED FOR:** | | | **Operations Director** | | | | | | | | | | | | | |
| **SUPPORTING STATEMENT AND COMPETENCIES:** What inspires you about STOP THE TRAFFIK and this role and how does your professional experience meet the requirements to succeed. | | | | | | | | | | | | | | | | |
| **ANY FURTHER INFORMATION (OPTIONAL):** Please add any further information that supports your application, which has not been covered in this application form. | | | | | | | | | | | | | | | | |
| **PERSONAL EVALUATION**  Please complete this self-assessment questionnaire, but bear in mind that certain skills may not be relevant to this vacancy: (Please circle)  WEAK STRONG  **COMPUTER LITRACY** 1 2 3 4 5 6  **WORKING WITH DATABASES** 1 2 3 4 5 6  **ANALYTICAL SKILLS** 1 2 3 4 5 6    **WRITTEN COMMUNICATION SKILLS** 1 2 3 4 5 6  **VERBAL COMMUNICATION SKILLS** 1 2 3 4 5 6  **ORGANISATIONAL ABILITY** 1 2 3 4 5 6  **INITIATIVE** 1 2 3 4 5 6  **ABILITY TO WORK UNDER PRESSURE** 1 2 3 4 5 6 | | | | | | | | | | | | | | | | |
| I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.    **SIGNATURE: DATE:** | | | | | | | | | | | | | | | | |