**JOB APPLICATION FORM - Asylum Support Appeals Project (ASAP)**

**CONFIDENTIAL**

|  |
| --- |
| **Position applied for: Duty Scheme Assistant**  |
| **August 2017**  |

You are advised to read this application form and all accompanying documents thoroughly before completion. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. **Do not include a CV or other background material.** We will use no other information when deciding whether to short-list you.

Please type and use extra sheets (no more than 2) if you need more space.

**The closing date for applications is Monday 11th September 2017**

**Interviews will take place Wednesday 20th September 2017**

Please email completed applications to hazel@asaproject.org.uk and Lilly@asaproject.org.uk with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Hazel Williams, ASAP, Studio 11&12, Container City Building, 48 Trinity Buoy Wharf, London, E14 OFN

If you would like to have an informal conversation about the post, please contact Hazel or Lilly on 020 3716 0284 (ex 208)

Please note due to limited resources, only shortlisted candidates will be contacted.

===========================================================================

Name

Address

Postcode

Email address

Phone numbers (Day) (Evening)

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract of employment.

Signed: Date:

**EDUCATION AND TRAINING**

Please list any education and training courses undertaken that are relevant to the post.

|  |  |  |
| --- | --- | --- |
| Dates | School/College/Other | Course/Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Date | Training (Training Providers) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**WORK EXPERIENCE**

Please list all your work experience, both paid and unpaid, since leaving full time education. Start with your current or most recent employment and list the remainder in reverse order.

|  |  |  |
| --- | --- | --- |
| From -To | Name/Address of Employer | Post or Activity |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

In this section we would like you to demonstrate how you meet the requirements for the job. Please relate your skills and experience to each area of the person specification. Please write/type on one side only and use additional pages if necessary (no more than 4 additional sides).

**REFEREES**

Please give the names, addresses, telephone numbers and email addresses of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.

First Referee

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person know to you |  |

Second Referee

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| In what capacity is this person know to you |  |