



**Application for the position of Communications and Administration Assistant at
Refugee Support Devon (RSD)**

Personal details

Note: the information you provide will be treated as confidential and shared with relevant members of staff / Directors involved in interviewing and recruitment only. Information provided on this form will only be looked at after the shortlisting process. If you are shortlisted, then the information on this page will be circulated to the members of the selection panel.

Name in full			
Preferred Name			
Date of Birth			
Address			
Home Telephone			
Mobile			
Email			
National Insurance No			
Have you had a previous DBS Check?	Yes / No	If yes, date of issue	

Health

Please state if you have any health condition you feel we should know about and how this is managed in terms of employment

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Disability

Please indicate if you consider yourself to be disabled

Yes / No

Please advise us of any equipment, special facilities or arrangements you may require

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Personal statement

Please write a short personal statement on no more than 2 sides of A4, in support of your application. This is an opportunity to tell us why you are applying to be the Communications and Administration Assistant at RSD, and why you think you would be the right person for this role. In your statement, please highlight your relevant knowledge, skills and experience referring to the Person specification in the job description.

Interviews and appointment

Interviews for the post will be held on **Tuesday, 4 March 2025** at the Exeter Community Centre, 17 St Davids Hill, Exeter EX4 3RG.

If shortlisted for interview, can you please confirm that you would be available for interview on this date?

YES / NO

Please give times when you **WOULD NOT** be available on this day:

If appointed, when could you start?

References

Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. We will not accept references from relatives or persons who know you just as a friend.

Referee 1

Name	
Position	
Organisation	
In what capacity do you know the referee?	
Address	
Telephone	
Email	

Referee 2

Name	
Position	
Organisation	
In what capacity do you know the referee?	
Address	
Telephone	
Email	

Are we able to approach your references prior to interview?

Yes / No

Rehabilitation of Offenders / Disclosure and Barring

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal.

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

Do you have any unspent convictions? Yes No

If you have answered yes, please provide details of your criminal record in the space below.

DECLARATION

I have checked the details I have provided are correct. I confirm I have the permission of the referees I have provided on this form to pass their personal details to you. I understand and agree to Refugee Support Devon using this and other data to create and maintain records on me and for statistical purposes in accordance with the Data Protection Act 2018. I agree that this information will be kept for the duration of the recruitment process and for one year thereafter. Should I be employed I agree that this information will be kept for the duration of my employment and for a period of time following this. I am aware I have the right to request a copy of the data held on me.

Signature

Date

Submitting your application

The deadline for applying for the role of Communications and Administration Assistant at Refugee Support Devon is **5pm Monday 24th February 2025**.

Before submitting, please check over the application form and ensure that you have completed all the following sections:

- Personal details
- Personal statement
- Interviews and appointment
- Referee contact details
- Signed declaration (e-signature accepted)
- Current CV

Please email your application and CV to Refugee Support Devon to **personnel@refugeesupportdevon.org.uk** on or before Monday 24th February 2025.