**Refugee Support Devon, Exeter Community Centre, 17 St Davids Hill, Exeter EX4 3RG refugeesupportdevon.org.uk**

**Application for position of Interim Manager at Refugee Support Devon**

**Personal Details**

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

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| --- | --- | --- | --- |
| Name in full |  | | |
| Preferred Name |  | | |
| Date of Birth |  | | |
| Address |  | | |
| Home Telephone No |  | | |
| Mobile No |  | | |
| 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**

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| Yes / No |

Please indicate if you consider yourself to be disabled

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 of 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 Interim Manager at RSD, and why you think you would be the right person for this role. Please highlight your relevant knowledge, skills and experience, with reference to the Person Specification in your statement.

**Interviews and appointment**

Please confirm that you would be available for interview during the week of 11th October 2021**:**

**YES / NO**

Please give any times when you WOULD NOT be available during this week.

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If appointed, when could you start?

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**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 No |  |
| Email |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| In what capacity do you know the referee? |  |
| Address |  |
| Telephone No |  |
| 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. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering).

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| 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. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) for further advice.  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 Interim Manager at Refugee Support Devon is **5pm, Thursday 30th September, 2021.**

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

* Personal Details
* Personal Statement
* Interviews and appointment
* Referee contact details
* Signed declaration

You should also attach a CV in support of your application.

You can submit to Refugee Support Devon as follows:

By email: personnel@refugeesupportdevon.org.uk (preferred)

Or by post: Recruitment, Refugee Support Devon

Exeter Community Centre

17 St David's Hill

Exeter, EX4 3RG