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| Job Application Form |

**Job Reference: EA002**

**Closing date: 5pm on Friday 16th August 2024**

**Late applications will not be accepted. Please ensure you answer all sections.**

**Before completing this form, please ensure you have completed the ARE monitoring form which can be found** [**here**](https://forms.office.com/r/REhWMVPg7B)**.**

**Title of post applied for:**

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| Executive Assistant to Chief Executive and Deputy Chief Executive |

**Confidential**

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| Personal Details |

**First Name:**

**Address:**

**Post Code:**

**Surname:**

**Mobile:**

**Home Number:**

**Email:**

**National Insurance Number**

Are you eligible to work in the UK? Yes No

 [ ]  [ ]

Please tick which applies

British Citizen[ ]  EEA rules [ ]  Valid settled status [ ]  UK work visa [ ]  Graduate visa [ ]  ILR [ ]

**You will be required to provide evidence (e.g. passport) as part of our due diligence checks.**

**Where did you first see this vacancy advertised?**

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| 2. Declaration |

As part of our recruitment and equality monitoring processes we will collect and store sensitive data about you. We are required by law to obtain your consent to such data being recorded. Sensitive data is defined as information relating to any of the following: ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

**Statement to be signed by the applicant**

By signing this form, I give my consent to sensitive personal information being recorded and stored under the Data Protection Act 1998 on the understanding that it will be to determine my suitability for this post and to provide monitoring and statistical information on recruitment and equalities at ARE.

I understand that in order to take up appointment I must first provide ARE with evidence of my eligibility to work in the UK.

I declare that, to the best of my knowledge, the information I have given on this form is true and complete. I am aware that some of the information may be checked. I understand that my application is liable to be rejected, or if I have been appointed, that I am liable to be dismissed if any of the information is found to be false, or if there is any wilful omission or suppression of any material fact.

**Name of Applicant (Print):**

**Signature of Applicant:**

**Date:**

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| 3. Employment history |

(Expand boxes where necessary)

**Current or most recent employer**

**Name and address of employer:**

**Start Date:**  **End Date:**

**Position held and brief summary of achievements:**

**Reason for leaving:**

**Previous employers (List in reverse chronological order)**

**Name and address of employer#2:**

**Start Date:**  **End Date:**

**Position held and brief summary of achievements:**

**Reason for leaving**

**Name and address of employer #3:**

**Start Date:**  **End Date:**

**Position held and brief summary of achievements:**

**Reason for leaving:**

**Name and address of employer #4:**

**Start Date:**  **End Date:**

**Position held and brief summary of achievements:**

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**Reason for leaving:**

**Name and address of employer #5:**

**Start Date:**  **End Date:**

**Position held and brief summary of duties:**

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**Reason for leaving:**

**Employment Gaps**

Please give details of all time not already accounted for above including periods out of work

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| **Date** | **Details** |
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| 4. Education/qualifications |

Please list schools, colleges, universities or other institutions attended, **giving the most recent first**.

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| **Name of institution**  | **Study dates** | **Subject** | **Qualification Level** | **Grade** |
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**Training and development**

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application, including professional qualifications. Add lines where necessary.

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| **Date** | **Institution/Trainer** | **Course details** |
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**Community Activity**

Describe any relevant community activity or voluntary work you have been involved in. Please give dates and name of organisation

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| **Date** | **Organisation Name** | **Details of activity** |
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| 5. Information in support of your application |

Please use this section to demonstrate why you think you would be suitable for the post. Use the order and numbering given in **JOB DESCRIPTION AND PERSON SPECIFICATION** for this post. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. You may also add links to your work (articles, blogs etc.)

**Expand the box to as necessary but limit to 2 x pages of A4 max**.

**THIS IS THE MAIN PART OF YOUR APPLICATION AND SHOULD REFLECT YOUR SKILLS AND EXPERIENCE TO UNDERTAKE THIS ROLE.**

**Please use example where possible to demonstrate particularly how you meet as many bullet points within the Person Specification (and if space the JD).**

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| 6. Equal Opportunities |

Action for Race Equality is an equal opportunities employer and actively supports the principles of racial equality and positive action in the work it undertakes. What do you understand this statement to mean and what practical contribution could you make to strengthen our work in this area**? (200 words max)**

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| 7. References |

Please provide details of two referees who should not be related to you. At least one should be a present or most recent employer or, if appropriate, a tutor.

**First Referee**

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| **Name:** |  |
| **Address:** |  |
| **Tel No:** |  |
| **Email:**  |  |
| **Their position and their relationship to you:** |  |

**Second Referee**

|  |  |
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| **Name:** |  |
| **Address:** |  |
| **Tel No:** |  |
| **Email:**  |  |
| **Their position and their relationship to you:** |  |

**Do do you want us to wait to take up references with Yes No**

**your current employer until after an interview?** [ ]  [ ]

**How much notice are you required to work should you take up this appointment?**

**Please email your completed application form to indra@actionforraceequality.org.uk**

 **Notes on completing the application form**

1. Please type in black font. All forms are printed, and black copies are much better than other colours.
2. Applicants are welcome to expand boxes if they require additional space on the application form.
3. Do **not** submit your CV in lieu of completing the application form. Such applications will not be considered.
4. Do **not** send copies of references or certificates with your application.
5. Please assist us to monitor our recruitment process by **fully** completing the equal opportunities monitoring section which can be found here:<https://forms.office.com/r/REhWMVPg7B>.It is used for monitoring only and is **not** seen by the recruitment panel.
6. If at any stage during the recruitment process you consider that you have been treated unfairly, please contact the Deputy Chief Executive, Indra Nauth, or the Chair of ARE in confidence.

**For more information about the application process for this role, you can contact:**

**Indra Nauth at** **indra@actionforraceequality.org.uk**