**Application Form**

Position applied for: **Project Manager**

Job reference: **AAF-CF01** Closing date: **Weds** **22nd April 2020**

**Personal details**

Surname: Previous surnames (if applicable):

Forenames (in full):

Address:

Postcode:

Telephone:      Mobile:

Email:

1. **Career History:**

*Please give full details of responsibilities and achievements for your current/most recent job.*

**Most recent post:**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(from-to) | Position held  | Name and address of employer | Reason for leaving and notice period |
|       |       |       |          |
| Details of responsibilities/achievements:       |

*For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.*

**Previous career history:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates(from-to) | Position held  | Name and address of employer | Brief outline of responsibilities  | Reason for leaving |
|       |       |       |       |       |
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**2. Education, professional qualifications and training**

Qualifications will only be taken into account where they are strictly required for the post. AAF will require evidence of these qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name/address of school/university/institution | Dates(from—to) | Course details | Qualifications obtained, with grades |
| Educational qualifications |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Professional qualifications (*Please,* *give details of any other relevant qualifications or records of achievement*) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Training courses attended (*only if relevant to the person specification*) |
|       |       |       |       |
|       |       |       |       |

**Please explain why you want to work at AAF (250 words max)?**

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| --- |
|  |

**Why should AAF appoint you for this post (1000 words max)?**

Pleasegive detailsof your competencies, skills, experience and knowledge to demonstratehow you meet the requirements of this post as set out in the accompanying job description and person specification and your commitment to equality and human rights.

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|  |

**Please add any other relevant information or comments**

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**Referees**

## Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. Contracts of employment will only be offered upon receipt of satisfactory references.

*Referees will be contacted at the point of offering the post.*

|  |  |  |
| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name:  |       |       |
| Address: |       |       |
| Phone number:  |       |       |
| Email:  |       |       |
| Capacity in which they know you:  |       |       |
| Between which dates? |       |       |

**If shortlisted, could you attend an interview on (circle appropriate one):**

* **27 April 2020 Yes No**
* **28 April 2020 Yes No**

**Applicants with disabilities**

AAF is committed to making every reasonable adjustment to the workplace to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact us at recruitment@africadvocacy.org

### Alternatively, you can give details here:

**Candidates requiring work permits**

Do you need a work permit to work in the UK? Yes ☐ No ☐

If you need a work permit are there any limitations/conditions on the work permit e.g. a visa with limited duration? Yes ☐ No ☐

If yes, please give details:

**Criminal record**

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Do you have any criminal convictions *(spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)?*

Yes ☐ No ☐

**Where did you see this job advertised? *……………………………………………………..***

|  |  |  |
| --- | --- | --- |
|       |  |  |

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| **Declaration**I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer of employment will be subject to receipt of two references that are satisfactory to AAF I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998.Signature:      Date:      If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true: ☐(You will be asked to sign this form at a later date.) |

**Submitting your application**

**The closing date for receipt of applications will be midnight, 22nd April 2020**

**Interviews**

The date for all interviews will be on either Monday 27 or Tuesday 28 April 2020. All interviews will be done remotely by Skype or Zoom due to the impact of Covid-19.

# Equality and Diversity Monitoring Form

*AAF is committed to developing positive policies to promote diversity. To assist us in monitoring the effectiveness of this policy, we are grateful if you would complete the form below. The information is completely confidential and is used to ensure that employment opportunities are equally available to all suitably qualified candidates.*

**Gender** Male ☐ Female ☐ Prefer not to say ☐

Other ☐ please write here:

**Do you identify as transgender?:** Yes ☐ No ☐ Prefer not to say ☐

**Age** 16-24☐ 25-29 ☐ 30-34 ☐ 35-39☐ 40-44 ☐ 45-49 ☐

 50-54 ☐55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick one appropriate box:

***White***

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐

Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write here: 

***Mixed/multiple ethnic groups***

White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Prefer not to say ☐

Any other mixed background, please write here: 

***Asian/Asian British***

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write here: 

***Black/ African/ Caribbean/ Black British***

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write here: 

***Other ethnic group***

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write here: 

**What is your sexual orientation?**

Heterosexual ☐ Gay ☐ Bisexual ☐  Prefer not to say ☐

Other ☐ please write here:



**What is your nationality?** please write here: Prefer not to say ☐

**What is your religion or belief?**

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write here: 

**Do you consider yourself to have a disability or health condition?**

Yes☐ No ☐ Prefer not to say ☐

If yes, what effect does this have on your ability to carry out day-to-day activities? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then there will be an opportunity to discuss this at interview.