



Welsh Refugee

Form

Council Application

Welcome! Thank you for taking the time to complete our application form. Please note CVs will not be accepted. Please answer all questions in this form.

We are recruiting for **six positions**, each with varying hours and locations. **Please state in your application form which role(s) you would like to be considered for:**

Post applied for:	
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General data protection and privacy

We have a duty under the General Data Protection to ensure that all personal information is accurate, up-to-date, and held securely. Please see our Privacy Notice on our website for more details. We promise to respect your privacy and adhere to data protection legislation. We will not disclose personal information supplied by you to a third-party organisation without your consent.

Section 1 of this form will be detached on receipt and will not be passed to the Sifting Team.

Safeguarding & Safer recruitment

We may carry out checks on your employment record to ensure the information we have received from you is correct. If you are offered the role, you may be subject to an enhanced DBS check to ensure safeguarding against the people we work with.

Guidance for applicants

We will shortlist applicants for interview based on the information supplied on this application form. It is therefore important that you have read the [Job Description and Person Specification](#) before you complete the form.

Our recruitment commitments

Our commitments aim to increase transparency on how we recruit, and what you can expect from us at application submission, and prior and post interview. You can read our [recruitment commitments here](#).

Getting help

If you have limited experience of applying for jobs in the UK, we highly recommend you contact our Education and Employability Team first, before completing the form. You can contact them at employment@wrc.wales

Submitting your application form: Please save your application as a Microsoft Word document and put in the subject line of your email the post you are applying for. Submit your application by email to recruitment@wrc.wales Good luck!

Section 1: Personal details			
Title		Name	
Any previous names you have used & date of change			
Email If selected for interview, we will send you an invite by email.			
Home address			
Postcode			
Home telephone number		Mobile number	
Section 2: Do you have permission to work in the United Kingdom? <p>The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. To comply with this, we will ask prospective employees to produce relevant documentation. Successful applicants <u>must</u> provide relevant documentation before employment commences.</p>			
Yes		No	
Please provide extra information			

Section 3: Declaration:			
I certify that the information given on this form is correct to the best of my knowledge. I consent to the Welsh Refugee Council verifying any information given in this application.			
Signature (Typed or electronic signature accepted)		Date	

Section 4: Disability Confident Scheme

We embrace diversity and promote equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Disability Confident employers offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria set out in the job description.

To be considered for an interview under DCS you must have:

- A physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities; or a long-term health condition; and
- Demonstrated that you meet all the minimum qualifying criteria set out in the advertisement for the post at the application and testing stages.

Yes		No	
If yes, please answer Section 5.			

Section 5: Disability/Impairment

Please tick any of the following that apply to you:

Deaf/Deafened/Hard of hearing	
Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)	
Mental health difficulties	
Neurodivergent (e.g. Attention Deficit Disorders, Autism, Dyslexia, Dyspraxia, Dyscalculia and Dysgraphia)	
Learning impairment/difficulties	
Visual impairment	
Wheelchair user	
Mobility impairment	
Prefer not to say	
None of these	
Other	

Section 6: Rehabilitation of Offenders Act 1974

Have you ever been found guilty by a court of any offence which is not treated as spent under the Rehabilitation of Offenders Act 1974, or is there a case against you pending?

Yes		No	
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If yes, please give details

Section 7: References

In line with our Privacy Notice for Applicants, please note that any references we obtain about you are given in the strictest confidence and exempt from Subject Access Requests (SARs). Therefore, you would be unable to request a copy of any reference we gather about you through the means of a SAR to WRC, your previous employer, or through escalating the issue to the Information Commissioner's Office. Providing referee details and signing this document confirms that you are satisfied with the above explanation and give WRC permission to collect references about you.

First reference

Name		Position	
Organisation			
Email Address			
Address			
Telephone No			
Relationship to you			

Second reference

Name		Position	
Organisation			
Email Address			
Address			
Telephone No			
Relationship to you			
Can we contact your referee before the interview?			

Section 8: If offered this position, when would you be able to start?

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Section 9: Education and qualification history

Please tell us about your education and qualifications. Please include qualifications gained overseas and those you are currently undertaking.

Subject	Level / Qualification	Date gained

Section 10: Training

Please give details of any training you have received or courses that did not lead to a qualification but are relevant to the post. This can include formal and informal, in-house, and external training.

Section 11: Employment history

Please give details of your employment, starting with your current or most recent position. Please state the month and year you started, and account for any lapses of time in between. Please copy and paste boxes if further history is required.

Current employment

Position	Company	From	To

Main duties

Previous employment

Position	Company	From	To

Main duties

Position	Company	From	To

Main duties

Position	Company	From	To
Main duties			

Position	Company	From	To
Main duties			

Position	Company	From	To
Main duties			

Please explain any gaps in your employment history OR if you have had a number of short-term roles:

Section 12: Voluntary experience

Please give details of any *relevant* voluntary or community activities you have done.

Section 13: Relevant experience, knowledge, and skills

Please read the Job Description and Person Specification carefully and outline in this section below how you meet the criteria.

Tips for this section.

You will score higher if you:

- ✓ Provide relevant **examples** of how you meet the Person Specification - especially the essential criteria. You can use examples from relevant experience gained outside employment, including any voluntary work and any experience outside the UK.
- ✓ It can help to use subheadings, to clearly show which criteria your example is attributed to.

When providing examples, it can help if you:

- Outline the situation or goal,
- highlight the tasks you undertook,
- what actions were involved, and
- the results or impact from your work.

As a guide- we are expecting around 2-3 pages.

Please ensure that your response remains anonymous and does not include any identifying information.

If you are unfamiliar with British style interviews or have taken a career gap- **we highly recommend** you contact our Education and Employability Team at employment@wrc.wales for support.

Section 13: Relevant experience, knowledge, and skills

Continued...

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Continued...