

**Application Form**

Post applied for: **Community** **Research Assistant**

If you need help with filling out this application form, please contact Sorrel (reception@rrsg.org.uk) or Emma (emma@rrsg.org.uk) or tel: 0118 950 5356

**Personal Details**

First Name

Last Name

Email

Tel. no (if you are shortlisted we may contact you by phone)

Home address including postcode

**Are there any restrictions on your right to work in the UK?**

If “yes” please specify.

**Are there any restrictions on your right to live in the UK?**

If “yes” please specify.

**Do you have any unspent criminal convictions?**

If “yes” please give brief details. **Please note**: you will be required to complete a criminal records check also known as a DBS and need to know your addresses over the last 5 years.

**Languages (mark on scale of 1-10 where 10 is very good. Leave the box blank if you don’t know the language.)**

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|  | Spoken | Understanding | Written |
| English |  |  |  |
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**Personal Statement**

**Please explain why you are applying for this post, stating your relevant experience and skills. If it is difficult to write a statement in English, just tell us the main points and we will ask you more if you are interviewed.**

Please refer to the **job description & person specification and information leaflet.** Please ensure you demonstrate how you match the essential/desirable requirements on the job specification and let us know how your past experiences meet the requirement of this job description. Continue on a separate sheet if necessary. **We will NOT accept CV’s**.  Please do not send them.

**References**

Please give the names and addresses of two referees. Please note references from close relatives are not acceptable.

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| --- | --- |
| **Name****How they know you****Address****Telephone****Email** | **Name****How they know you****Address****Telephone****Email** |

May we contact these referees if you are shortlisted?

**Declaration**

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken which could result in my dismissal from the post.

I hereby explicitly consent to the Reading Refugee Support Group holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

**Signature Date**

**To submit your completed application form, please return by 12.00 pm Friday 28th January to:**

**RRSG – TFE Project, 35-39 London Street, Reading, RG1 4PS**

 **or email to alison1@rrsg.org.uk**