

# APPLICATION FORM

**Important note:** The text boxes below will expand as you type into them. Please read carefully all instructions and job details prior to completing this form. Please pay particular attention to the Competencies section, referring to the required skills in the person specification and related tasks outlined in the job description.

Position applied for:	
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## 1. Personal details

Surname:	
Previous surnames (if any):	
Forenames (in full):	
Address:	
Postcode:	
Email:	
Telephone contact number:	
National Insurance number:	

## 2. Education, professional qualifications and training

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

School / University / Institution	Dates (from/to)	Course details	Qualification / Grade
<i>Educational qualifications</i>			
<i>Professional qualifications (if any)</i>			
<i>Training courses (if relevant)</i>			

### 3. Career history

Please note we do not accept CVs as part of the application process. Shortlisting will be carried out on the basis of the application form only. Please give full details of responsibilities and achievements for your current/most recent job.

**Most recent post:**

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

**Previous career history:**

Position held	Name/address of employer	Dates (from/to)	Final salary	Reason for leaving / notice period

### 4. Please account fully for any periods of time not spent in further education or employment

**5. Why do you want this post and why would you like to work for Free Tibet?**

(Maximum 350 words)

**6. Competencies**

The person specification in the job description outlines key areas of competence. Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based upon how well you demonstrate your ability to meet the essential criteria.

(Maximum two pages.)

## 7. 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. Please note that Free Tibet reserves the right to contact any former employer for a reference.

	Present / most recent employer	Second referee
Name:		
Position:		
Organisation:		
Address:		
Phone number:		
Email:		
Capacity in which they know you (inc dates if not employment):		
May we contact him/her prior to interview?	Yes / No	Yes / No

## 8. If offered this post, when could you take up employment?

## 9. Asylum and Immigration Act 1996

All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government's immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk), Immigration and Nationality page.

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

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

If yes, please give details:

## 10. Criminal record

You are not required to disclose any conviction considered spent under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily be a bar to employment with Free Tibet; it will depend on the circumstances and the relevance to the post.

Do you have any criminal convictions? Yes / No

If yes, please give details:

The information contained in this application form will only be seen by staff involved in the recruitment process.

## 11. 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 Free Tibet. 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.)