**APPLICATION FORM FOR A POSITION WITH**

**DEVON & CORNWALL REFUGEE SUPPORT**

***APPLICATION FORM – PART A***

**POSITION: CASEWORK MANAGER**

**NOTES**

Please complete this Application Form in black ink and return via email to:

**finance@dcrs-plymouth.org**

**All applications must be received at DCRS not later than:**

**Friday 12th November 2021**

***Please note that both Application form A and Application Form B must be completed and returned with the Equality and Diversity monitoring form***

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| **APPLICANT REFERENCE NUMBER:** |  |

[M:\1. 2021 Accounts\HR\Hyperlinks\1. Casework Manager November 2021\Application Form A 28 10 21.docx](file:///M:\1.%202021%20Accounts\HR\Hyperlinks\1.%20Casework%20Manager%20November%202021\Application%20Form%20A%2028%2010%2021.docx)

***APPLICATION FORM***

Please complete the following boxes…

Use the Continuation Sheet at the back of this form if necessary.

|  |  |  |
| --- | --- | --- |
| **GENERAL EDUCATION.** List the qualifications gained at School. | **FROM** | **TO** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **HIGER EDUCATION.** List the qualifications gained at College or University. | **FROM** | **TO** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **COURSES ATTENDED & TRAINING.**  List other courses and training undertaken. | **FROM** | **TO** |
|  |  |  |

|  |  |
| --- | --- |
| **NAME & ADDRESS OF YOUR CURRENT EMPLOYER** | |
| Name: |  |
| Address: |  |
| Town / City: |  |
| County: |  |
| Postcode: |  |
| Landline Telephone No: |  |
| Email: |  |
| Website: |  |

|  |  |
| --- | --- |
| **CURRENT EMPLOYMENT DETAILS** | |
| Job Title: |  |
| Start Date: |  |
| Current Salary p.a. |  |
| Notice Required: |  |

|  |
| --- |
| **OUTLINE OF DESCRIPTION OF CURRENT EMPLOYMENT**  Please give a brief outline of your duties and responsibilities, including any training you have undertaken that is directly linked to this job. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  List the most recent first. | **FROM** | **TO** | **REASON FOR LEAVING** |
|  |  |  |  |
| **STATEMENT IN SUPPORT OF YOUR APPLICATION.** | | | |
|  | | | |
|  | | | |

**REFERENCES**

Please give details of both references. The first one must be your current employer.

|  |  |
| --- | --- |
| **REFERENCE No. 1** | |
| Name: |  |
| Address: |  |
| Town / City: |  |
| County: |  |
| Postcode: |  |
| Landline Telephone No: |  |
| Email: |  |
| Website: |  |

|  |  |
| --- | --- |
| **REFERENCE No. 2** | |
| Name: |  |
| Address: |  |
| Town / City: |  |
| County: |  |
| Postcode: |  |
| Landline Telephone No: |  |
| Email: |  |
| Website: |  |

**October 2021**