## RIGHTS ADVISER (Polish Language Service)

## Application Summary Sheet

Please note:

* Applications received after the closing date will not normally be considered.
* **The closing date is 10 am on Friday, 12th April 2024**
* **Interviews will be on 18th and 19th April 2024**

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| **Personal Details** | |
| Mr/Ms | Address: |
| First Name (s): |
| Surname: | Post Code: |
| E-mail address: | |
| Daytime phone: | Evenings/Weekends phone: |

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| **Current or Last Employer name:** | | | |
| Job Title: | | | |
| Responsible to: | | Date Appointed: | |
| Employer’s Name: | | Present Salary: | |
| Employers Address: | | Present Grade: | |
| Post Code: | | Date Left: | |
| **General Information:**  Are you related to a Board member of Citizens Rights Project or any of their employees? | | | |
| Yes ◻ | No ◻ | | If ‘Yes’ please give details |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | | |
| Yes ◻ | No ◻ | | \*If ‘Yes’, please give details in a sealed envelope marked with your name. |
| Do you need a work permit/immigration status to be employed in the UK? Yes ◻ No ◻ | | | |
| If you already have a work permit/immigration status, please specify which type and when it expires (if it does):  *(please note that your current work permit may not be valid for this post)* | | | |

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| **Referees**: Please give details of two people who are prepared to act as referees for you. One of these should be your present (or most recent) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly. | |
| Name: | Name: |
| Referee Position Held: | Referee Position Held: |
| Organisation: | Organisation: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone: | Telephone: |
| May we contact them before the interview? | May we contact them before the interview? |

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| I confirm the details in this form are correct.  Signature: Date: |

**Send by email to: info@citizensrightproject.org with all other relevant information as mentioned in the job description** - please add ‘**Rights Adviser (Romanian)’** in the subject heading.

To ensure prompt consideration, returned applications should reach us by no later than the closing date and time shown on the front of this form. Late applications will not normally be considered.

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| **Diversity and Equality – Our Commitment**  Citizens Rights Project is highly committed to promoting diversity and values all people. We welcome and encourage applications from those currently underrepresented in our workforce and in the third sector community; including disabled people.  We are committed to managing a fair and equitable recruitment process.  We aim to interview any disabled candidate who fulfils the minimum criteria for the role as described in the Person Specification. |
| **Data Protection Statement**  The information that you provide on this form and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process (ref Data Protection Act 2018).  If you succeed in your application, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.  By signing the application form it will be assumed by Citizens Rights Project that you agree to the processing of sensitive personal data, (as described above), in accordance with Data Protection law. |

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| **Equal Opportunities Form**  Citizens Rights wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.  This section is removed from the other Application details and will not be seen by the shortlisting panel.  Each item below, please tick the appropriate box ( ◻ ) or respond as indicated. | | |
| **Gender:**  Female □  Male □  Male □  Prefer not to say □  I prefer to self-describe: | **Date of birth:**  My date of birth is:  DD MM YY | **Media source:** Where did you see/hear about this post? |
| **Ethnic Origin:** Please tick the one box that describes your ethnic origin most closely. I am: White ◻ European. Please specify your nationality:  ◻ Any other white background. Please indicate:  **Asian or European Asian.** Please specify (for example, PAKISTANI, ITALIAN, BANGLADESHI, CHINESE, SPANISH INDIAN) African or European African. Please specify (for example, NIGERIAN, SOMALI, FRENCH SENEGALESE): **Caribbean or Black.** Please specify (for example, FRENCH CARIBBEAN, BLACK ITALIAN, BLACK EUROPEAN)  **Latin American, Afro Latin American.** Please specify below.  **Other ethnic groups**  ◻ Arab  ◻ Gypsy  ◻ Jewish  ◻ Roma  ◻ Sikh  ◻ Traveller  ◻ Showman/Showwoman  **Mixed or multiple ethnic groups.** Please specify below.  **Other groups not mentioned above.** Please specify below.  **Other options**  ◻ I don’t know  ◻ I do not wish to answer this | | |
| **Sexual Orientation – How do you identify yourself?**  Heterosexual/straight □ Bi-sexual □ Gay □ Lesbian □  Asexual □ Pansexual □ Undecided □ Other □  Prefer not to say □ | | |
| **What is your religion or belief?**  No religion or belief/Atheist □ Buddhist □ Catholic □ Christian □  Hindu □ Jewish □ Muslim □ Sikh □ Prefer not to say □  If other religion or belief, please write in: | | |
| **Do you have caring responsibilities? If yes, please tick all that apply**  None □  Primary carer of a child/children (under 18) □  Primary carer of disabled child/children □  Primary carer of disabled adult (18 and over) □  Primary carer of older person □  Secondary carer (another person carries out the main caring role) □  Prefer not to say □ | | |
| **Do you consider yourself to have a disability or health condition?**  The Disability Discrimination Act defines disability as: ‘*A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry our normal day-to-day activities.’*  Under this definition, would you say you have a disability? Yes □ No □  If you have answered Yes please tick (✔) the categories that apply:  Visual Impairment □ Mental health condition □ Physical disabilities □  Cognitive or learning disabilities □ Hard of Hearing/deaf □  Other long term/chronic condition □ Not known/prefer not to say □  What is the effect or impact of your disability or health condition on your work? Please write in here:  *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.* | | |