[Applicants reference no. \_\_\_\_\_\_\_\_\_\_\_ (office use only)]

**APPLICATION FORM**

Please complete in black ink or typescript. We welcome applications from all ethnic groups. If you require any special assistance or facilities in order to attend an interview, please advise us so that we can make the necessary arrangements.

If you are unable to make the advertised interview date, please inform us of this when you send in your application form.

**Please return form to** Peter Allen:

E-mail: [info@intrac.org](mailto:info@intrac.org)

## Fax: +44 (0) 1865 201852

Postal address: INTRAC, Oxbridge Court, Osney Mead, Oxford OX2 0ES, UK

**Post Title: Research and Programme Coordinator (Maternity Cover)**

**Personal Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname/  Family name |  | | | | Title |  |
| First name |  | | | | | |
| Address |  | | | | | |
| Contact  Telephone |  | Email address |  | | | |
| Do you have any criminal convictions, which are not treated as spent under the provisions of the Rehabilitation of Offenders Act 1974? (YES/NO) | | | |  | | |
| Are you eligible to remain and work full time in the UK (i.e. hold a valid work permit or via eligible nationality? (YES/NO) | | | |  | | |
| **Please note:** Upon employment you will be required to provide documentary evidence that you are eligible to work in the UK (in accordance with the Asylum and Immigration Act 1996) | | | | | | |

**Referees:** (at least one of the three should be from your present or most recent employment)

First Referee:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Address |  | | |
| Relationship |  | Email Address |  |
| Telephone number |  | Fax number |  |
| Can this person be contacted prior to interview? (YES/NO) | | |  |

Second Referee:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Address |  | | |
| Relationship |  | Email Address |  |
| Telephone number |  | Fax number |  |
| Can this person be contacted prior to interview? (YES/NO) | | |  |

Third Referee

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Address |  | | |
| Relationship |  | Email Address |  |
| Telephone number |  | Fax number |  |
| Can this person be contacted prior to interview? (YES/NO) | | |  |

**Vacancy details:**

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |
| Have you applied to INTRAC before? |  |
| If you answered ‘yes’, please tell us for which position you applied |  |
| Present or most recent salary |  |
| When would you be available to start work? |  |

**Employment:** Paid or voluntary, starting with your most recent first:

*(Copy and add more boxes as needed)*

|  |  |  |
| --- | --- | --- |
| From | To | Name and address of Employer |
| Position held, major responsibilities | | |

|  |  |  |
| --- | --- | --- |
| From | To | Name and address of Employer |
| Position held, major responsibilities | | |

|  |  |  |
| --- | --- | --- |
| From | To | Name and address of Employer |
| Position held, major responsibilities | | |

**Education:**

*(Continue onto a new sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School, University, College | Degrees, diplomas, or other qualifications |
|  |  |  |  |

**Other relevant qualifications or training courses attended:**

*(Continue onto a new sheet if necessary)*

|  |  |
| --- | --- |
| Date | Course /Qualification |
|  |  |

**Languages:** (Please state degree of fluency, written and spoken)**:**

|  |
| --- |
|  |

**Personal Interests:**

|  |
| --- |
|  |

**Declaration**

By signing this application, you consent to the holding of personal data by INTRAC. In addition, if you are recruited by INTRAC, you consent to the processing of personal data by INTRAC, provided by you, for all purposes relating to your employment, subject to the provisions of the Data Protection Act.

I confirm to the best of my knowledge that the information given on this form is correct and can be treated as part of any subsequent contract of employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Please indicated dates when you would not be available for interview** | |  |  |

***Thank you for taking the time to complete this application form.***