# Application Form

Complete this form and attach it to your resume. All personal data will remain confidential and be processed and stored according to current legal requirements. Hope for Justice’s policy and practice is designed to ensure fair treatment of existing and prospective employees without regard to sex, marital status, disability, religious or philosophical belief (or lack of) age, nationality, ethnic or national origin.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position applied for: | | | | | |
| First Name | | Last Name | | | Title |
| Address | | | | | |
|  | City | | | ZIP Code | |
| Tel - Day | | | Tel - Evening | | |
| Cell | | | Email | | |

|  |  |
| --- | --- |
| Current/last position held: | |
| Current/last salary: | Period of notice required: |
| Do you have any salary expectations for this role? | |
| Do you require any reasonable adjustments, due to disability, to enable you to attend interview, or that you wish us to take into account when considering your application: | |
| Are you eligible to work in the USA? YES/NO  Visa details if applicable  (Proof of this will be required if an offer is made.) | Have you ever been dismissed from a previous employment or been subject to any form of disciplinary action?  YES/NO (If Yes, please give details separately) |
| Where did you hear about this vacancy? | Do you know any current members of staff at Hope for Justice? |

|  |
| --- |
| Name and address/email address of 3 referees, at least one of whom should be your present or if not employed, your last employer. References will not be taken up until an offer has been made. |
| 1. |
| 2. |
| 3. |

|  |
| --- |
| Describe how your skills and experience meet the requirements set out in the job description (limit 450 words) |

|  |  |
| --- | --- |
| **Declaration –** I confirm that all the information provided on this form and in my resume is to the best of my knowledge honest and accurate. The deliberate withholding of relevant information or provision of misleading information may lead to the withdrawal of any job offer or subsequent employment.  I authorize any information given to be verified through appropriate sources. I am happy to be contacted on the email address given above. I consent to this personal data being recorded and stored for business monitoring purposes.  I do not wish my details to be kept on file in case another position arises.  *(please tick)* | |
| Signature | Date |