**Head of Programme & Operations**

**Application Form**

**PERSONAL DETAILS** (this page is removed from your application and not seen by panel)

| **First Name** |  |
| --- | --- |
| **Surname/family name** |  |
| **Address**  **Postcode** |  |
| **Contact phone number** |  |
| **Email** |  |

## REFERENCES Please give details of two people who can give you a reference. Where possible, one should be your present or most recent employer.

| **Name of referee** |  |
| --- | --- |
| **Job title** |  |
| **Organisation** |  |
| **Telephone/mobile** |  |
| **Email address** |  |
| **Relationship to you** |  |

| **Name of referee** |  |
| --- | --- |
| **Job title** |  |
| **Organisation** |  |
| **Telephone/mobile** |  |
| **Email address** |  |
| **Relationship to you** |  |

**EMPLOYMENT HISTORY**

| **Current or latest role** |  |
| --- | --- |
| Employer (name of organisation) |  |
| Dates from - to |  |
| Mainresponsibilities |  |
| Reason for leaving |  |

| **Previous role** |  |
| --- | --- |
| Employer (name of organisation) |  |
| Dates from - to |  |
| Main responsibilities |  |
| Reason for leaving |  |

| **Previous role** |  |
| --- | --- |
| Employer (name of organisation) |  |
| Dates from - to |  |
| Main responsibilities |  |
| Reason for leaving |  |

| **Please explain any gaps in employment:** |
| --- |

| **Please give details of education and training relevant to this post** (Include any work-based training, courses or training.) |
| --- |
| **Why are you applying for this job?** |

**PERSON SPECIFICATION CRITERIA**

Please look at the person specification in the Recruitment Pack and write in the boxes below how you match each of the criteria listed. You should give clear written evidence, with examples for each point.

| 1 | **Core attributes** |
| --- | --- |
|  |  |
| 2 | **Essential skills & experience** |
|  |  |
| 3 | **Desirable skills & experience** |

| **Please use this box to tell us about anything else which is relevant and would show your knowledge/skills/experience which has not been covered anywhere else on this form including:** |
| --- |

**CRIMINAL CONVICTIONS**

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order1975. Therefore, we have to ask you:

| Have you ever been convicted of a criminal offence by a court of law in any country? | Yes / No |
| --- | --- |

If the answer to the above is YES please complete the following

| Date | Place | Offence | Sentence |
| --- | --- | --- | --- |
|  |  |  |  |

**Declaration:**

I have the right to work in the UK. I understand that proof of right to work will be required should my application be successful. I confirm that all details contained within this application are true.

Signed (digital signature accepted):

Dated:

I confirm I have the right to work in the UK. I understand that proof of right to work will be required should my application be successful. I also confirm that all details contained within this application are to the best of my knowledge true and accurate.

*As part of our recruitment process, BRF collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We will not share your information with any third parties and will store your data securely. Please see our data protection policy* [*here*](https://docs.google.com/document/d/19W5Fm8TexuvJR5_GaHg4df0XW-5GL2vC/edit#heading=h.f3zbv7obkrrg) *for more information.*

Signed: ………………………………………………

Name: ...................................................... Date: ..................

Please return completed application form by email to [info@bristolrefugeefestival.org](mailto:info@bristolrefugeefestival.org)

**Deadline for applications**:  **Sunday 31st August 2025 (Midnight)**

**PLEASE COMPLETE OUR EQUAL OPPORTUNITIES FORM** [**HERE**](https://forms.gle/bTfkqjbqHHuNtAFTA)

**GUIDANCE NOTES**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

When filling out the form you may use extra pages if needed, but please make clear which point any extra pages relate to and please note that CVs are not accepted.

# Personal Details Section

Please complete all parts of this section as fully as possible. This is a confidential document, and will be removed from the application form before shortlisting in accordance with our Recruitment policy.

**References**

If you are in paid employment, or have left a job, your current or most recent employer should be named as someone we can approach for a reference.

References will be taken up if you are shortlisted for interview. Please specify if you do not wish us to contact your current employer prior to interviews.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

Please note that satisfactory references must be received before commencing employment with this organisation.

**Employment History**

Please complete all sections as fully as possible. Any gaps in your employment history should be explained.

**Person Specification**

All applications will be considered against the criteria listed in the **Person Specification** so ensure that you reference each point and give clear examples of how you meet the criteria. Applicants must meet as many as possible of the **essential** skills & experience detailed in the Person Specification to be considered for an interview.

**Working with Children and Vulnerable Adults – Convictions and Disclosure**

As this work may involve work with children under 18 years or adults at risk, you are not allowed to keep from us information about any spent or unspent criminal convictions (due to an exemption from the Rehabilitation of Offenders Act (1974)). You are also not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions. If you have any questions about this or are unsure what will apply, please contact us.

The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the CEO and Board.

This post will require a Disclosure and Barring Service check at an Enhanced Level. We will arrange your Disclosure check in accordance with our Disclosure Check Policy if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

**Your Right to Work**

**Asylum and Immigration Act 1996:** Section 8 of The Asylum and Immigration Act 1996 makes it an offence for Bristol Refugee Festival to employ you if you are not entitled to work in the UK.

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce acceptable evidence of their right to work in the UK before starting their employment.