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**Application form**

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| **Instructions:** To assist with shortlisting, please save the file name as:  Family Name, Initials – [Role Title] War Child Application Form |

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| This completed application form should be *emailed to*  [recruitment@warchild.org.uk](mailto:recruitment@warchild.org.uk)  or posted to:  War Child, Studio 320, Highgate Studios, 53 – 79 Highgate Road, London, NW5 1TL |

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| **Position applied for:** |  |

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| **First Name:** | | | **Middle Name(s):** | | | **Family Name:** |
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| **Address:** | | | | | | |
|  | | | | | | |
| **City:** | | | **Postcode:** | | | **Country:** |
|  | | |  | | |  |
| **Email address:** | | | | | **Contact telephone number(s):** | |
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| **Nationality** *(International roles only)*: | | | | | **Skype ID:** | |
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| **Do you currently have eligibility to work in the UK?** *London based roles only.* | | | | | **Non-EU/UK citizens only.**  *Please provide details of your visa/work permit to work in the UK:* | |
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**Education**

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| **Qualifications (please start with the most recent):** | | | | |
| **University/College/**  **School Name:** | **Dates (to and from):** | | **Qualifications studied for and grade obtained:** | |
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| **Other relevant training, professional qualifications or work-related skills:** | | | | |
| **Dates** | **Training, qualification, course** | | | |
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| **Membership of any professional bodies (*if applicable*)** | | | | |
| **Dates** | **Name of body** | | | **Type of membership** |
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| If you are appointed to the role, we will ask to see copies of your qualification certificates. | | | | |

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| **Languages (spoken and written)** | **Level (i.e. fluent, intermediate, basic understanding)** |
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**Work Experience  
*Current or most recent employer***

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| **Employer’s name and address** | **Dates** | | | **Position held** | **Salary**  **(excluding benefits)** |
| **From** | | **To** |
|  |  | |  |  |  |
| **Please give brief details of your major responsibilities and duties:** | | | | | |
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| **Please detail the reason why you left/are considering leaving your current job.** | | | | | |
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| **Notice period required:** | |  | | | |

**Previous employment: (most recent first)**

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| **Employer’s name and address** | **Dates** | | **Position held** | **Salary**  **(excluding benefits)** |
| **From** | **To** |
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| **Please give brief details of your major responsibilities and duties:** | | | | |
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| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Dates** | | **Position held** | **Salary**  **(excluding benefits)** |
| **From** | **To** |
|  |  |  |  |  |
| **Please give brief details of your major responsibilities and duties:** | | | | |
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| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Dates** | | **Position held** | **Salary**  **(excluding benefits)** |
| **From** | **To** |
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| **Please give brief details of your major responsibilities and duties:** | | | | |
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| **Employer’s name and address** | **Dates** | | **Position held** | **Salary**  **(excluding benefits)** |
| **From** | **To** |
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| **Please give brief details of your major responsibilities and duties:** | | | | |
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| **Statement 1:** Please give your reasons for applying, together with any other information you consider relevant to the post, including what you believe you can bring to the post and the work of War Child. Taking into consideration the experience and skills listed within the person specification. Please use no more than 500 words. |
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| **Statement 2:** Describe a scenario where you have displayed the relevant competencies required for this role in your work experience to date, (see competency criterion section listed within the person specification). Please use no more than 500 words. |
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| **Other Interests:** | |
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| **Where did you see the advertisement for this post?** |  |

**References:**

Please give the details of **two professional references and one character reference**. One of your professional referees should be your current or most recent employer. Your character referee must be a professional person, who you have known for **at least two years** and may **not be a family member**. A list of acceptable professional persons can be found [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/631639/Nationality-policy-general-information-all-British-nationals-v1.0EXT.pdf). Please note **we will not contact** your referees in advance of the interview process.

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| **Professional Referee Name:** | **Job Title:** |
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| **Company Name:** | **Relationship to you and time known:** |
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| **Telephone number:** | **Email address:** |
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| **Professional Referee Name:** | **Job Title:** |
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| **Company Name:** | **Relationship to you and time known:** |
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| **Telephone number:** | **Email address:** |
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| **Character Referee Name:** | **Character Referee Profession:** |
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| **Company Name:** | **Time and capacity known:** |
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| **Telephone number:** | **Email address:** |
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| **Data protection**  War Child will treat your personal data as being confidential and will comply with all Data Protection legislation. The information will be kept securely, and will be kept no longer than necessary.  I agree that the data provided will be used to process my application and might also be used to help with any future applications made to the company. If my application is successful, I accept that the data will be used to administer my personnel record. If unsuccessful, I accept that my details will be retained for a period of six months.  I hereby give my consent to War Child processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, work permit, passport, etc. that may be necessary to process my application for employment.  I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration. The information I have given in this application is, to the best of my knowledge, true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, or if employed, may lead to my dismissal. | |
| **Name:** |  |
| **Date:** |  |

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| **Equal Opportunities Form:**  All applicants are kindly requested to complete the electronic equal opportunities monitoring form, which is available here: <https://www.surveymonkey.co.uk/r/wcuk-equal> |