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| **APPLICATION FORM - CONFIDENTIAL**  **Penal Reform International**  First floor  1 Ardleigh Road  London N1 4HS  United Kingdom  Tel.: +44 (0) 20 7923 0946  Email: jobs@penalreform.org |

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| **How to apply for a vacancy** |
| Please complete this application form (type or write in black ink) and send by email or post. Please refer to the job description and person specification when completing your application form. Please do not attach a CV as this will not be considered.  Further information about PRI can be found on our website: [www.penalreform.org](http://www.penalreform.org) |

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| **Position with Penal Reform International** |
| Post applied for: |
| Please state where you saw this job advertised: |

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| **Personal details** | |
| Title: | |
| First name and surname: | |
| Contact address: | |
| Telephone no home: | Mobile no: |
| Telephone no work: | May we contact you during the day? (Discretion will be exercised) |
| Email address: | |

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| **General information** |
| Do you have the legal right to work in the country in which this position is based? ⁭ |
| If appointed, would you require a work permit for the country in which this position is based? |
| If appointed, when would you be able to take up the post? |

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| **Current/ most recent position held** | |  |
| Dates of employment (from/ to): |  | |
| Name and address of employer: |  | |
| Job title: |  | |
| Summarise your duties: |  | |
| Notice period required to leave your present employment |  | |

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| **Previous employment history** | |  |
| Dates of employment (from/ to): |  | |
| Name and address of employer: |  | |
| Job title: |  | |
| Summarise your duties: |  | |

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| Dates of employment (from/ to): |  |
| Name and address of employer: |  |
| Job title: |  |
| Summarise your duties: |  |

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| Dates of employment (from/ to): |  |
| Name and address of employer: |  |
| Job title: |  |
| Summarise your duties: |  |

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| **Education and professional training** | |
| *Please give details of your education, training and qualifications relevant to the application.* | |
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| Dates (from/ to): |  |
| Name and address of institution attended: |  |
| Qualification gained |  |
| Details of course attended |  |

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| Dates (from/ to): |  |
| Name and address of institution attended: |  |
| Qualification gained |  |
| Details of course attended |  |

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| Dates (from/ to): |  |
| Name and address of institution attended: |  |
| Qualification gained |  |
| Details of course attended |  |

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| **Specific skills** | | | |
| **Languages**  Mother tongue:  *Please indicate level for other languages:- F: Fluent G: Good I: Intermediate B: Basic* | | | |
| Languages | Spoken | Written | Reading |
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| **IT skills: please indicate level for each programme** | | | |
| Programmes | Advanced | Intermediate | Basic |
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| **Other skills** |
| *Please describe any other skills relevant for the advertised position.* |
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| **Statement in support of application** |
| *Please give your reasons for wanting to join PRI and why you are applying for the post. Please refer to the job description and person specification and* ***give examples to evidence how you meet the essential and desirable criteria listed in the person spec.*** *Please be concise but continue on a separate sheet, clearly marked, if necessary.* |
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| **References** |
| *Please provide details of two referees who can provide an assessment of your suitability for this position. Both should be professional referees, one of whom should be your current or most recent employer, who will only be contacted with your permission. References should cover the current and preceding five years.* |
| Current or most recent employer |
| Title, first name and surname: |
| Current position and name of company/organisation: |
| Contact address: |
| Telephone: |
| Email address: |
| Capacity in which they know you: |
| Can reference be taken up prior to interview? |
| Second referee |
| Title, first name and surname: |
| Current position and name of company/organisation: |
| Contact address: |
| Telephone: |
| Email address: |
| Capacity in which they know you: |
| Can reference be taken up prior to interview? |

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| **Declaration** |
| *By signing and returning this application form, I consent to PRI obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 2018. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of six months from all relevant filing systems.*  *I declare that the information contained in this form is correct and complete. I understand that any information discovered to be incorrect or wilfully omitted may result in the withdrawal of a job offer, or dismissal if already appointed.*  *If you send this form by e-mail, you will be asked to sign a printed version when attending the interview.* |
| Signature: |
| Date: |