

# RAIS Lancaster

## Application Form: Coordinator/development worker

Please complete this form and email to [coordinator@rais.org.uk](mailto:coordinator@rais.org.uk).

<b>1. Personal Information</b>		
First name:	Last name:	Title:
Address:	Main contact number:	
	Alternative contact phone:	
	Email:	

<b>2. Training/Education</b>	
Please give details of your training and/or education which is relevant to the post* you are applying for, listing the most recent first and working back. *We do not require an exhaustive list of all education and training undertaken.	
<b>Name of provider or college etc. and dates of attendance</b>	<b>Qualifications</b>

**Employment history**

Tell us about your previous employment, starting with your current or most recent employment and working back.

<b>Dates</b>	<b>Employer's name and address</b>	<b>Job title and brief description of duties</b>

**3. Voluntary activities or membership of any professional association, committees etc:**

**4. Referees**

**Please provide the details of two referees from your most recent work or education.**

Name:	Name:
Job title:	Job title:
Company/Organisation and address:	Company/Organisation and address:
Email:	Email:
Tel no:	Tel no:
Capacity in which the referee knows you:	Capacity in which the referee knows you:
Do you agree to this referee being contacted prior to the interview? Yes/No	Do you agree to this referee being contacted prior to the interview? Yes/No

**5. Experience, Knowledge and Skills – Thinking about the job description and person specification, let us know about your experience, knowledge, practical experiences or transferrable skills (whether in paid or unpaid roles) and how these relate to the role being advertised.**

## 6. Statement of Fair Processing and Consent

Under the Data Protection Act and General Protection of Data Regulations, RAIS Lancaster as the data controller is required to notify applicants and prospective employees on how their data will be processed and used. The information provided by you in this form will be kept for six months following recruitment and securely destroyed. Information given by successful candidates will be kept on the HR file during that person's employment and destroyed within guidelines should the person leave the organisation.

**By signing this form I am providing consent for RAIS Lancaster to collect and store my data for the purposes set out above. In addition I am confirming the accuracy of my information on my employment, qualifications experience and skills. I accept that providing deliberately false information could result in my dismissal.**

If you wish for your application and information to be removed from our systems during the recruitment process at any time please contact the coordinator.

Signed:

(this may be  
typed in)

Date:

\_\_\_\_\_

Please ensure that you have read and checked this Application Form thoroughly prior to submission and ensure its accuracy.