**Guidance for applicants**

Dear candidate,

Thank you for your interest in the role of **Business and Workers Rights Officer** at **FLEX.**

Before completing this application form, **please ensure you have read the job description and person specification for this role** (available through the job advert on [our website](https://labourexploitation.org/about-us/opportunities)) which details the main tasks the successful candidate will be expected to undertake and outlines which skills and abilities we are looking for this role.

To apply for this role please complete all sections of this application form **in English** and send it in **Word format** via e-mail to info@labourexploitation.org quoting the reference **OEM24** in the email subject line. Please also complete the [Equal Opportunities Form](https://docs.google.com/forms/d/e/1FAIpQLScYFDgplKhozY9izdpln196oU37mfYh1kfD1WqrBTT8cH8OLw/viewform?usp=sf_link).

An initial triage of applications is made against the criteria specified in the job description and failure to address how you meet these explicitly will affect your application. Your experience, ability and skills will be further assessed at an in-depth interview, if you are invited to the next stage of the recruitment process.

Please note we do not accept CVs; only completed application forms will be considered in the shortlisting process.

We regret that applications sent after the closing date cannot be accepted as this would be unfair to other applicants.

All information will be treated as strictly confidential.

We wish you the best of luck with your application!

**1. Personal Information**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Preferred pronouns** |  |
| **Address** |  |
| **Contact phone number** |  |
| **E-mail** |  |

**2. If you have a disability or long-term physical or mental health condition, do you have any requirements if you are shortlisted for an online interview, including any** [**reasonable adjustments**](https://www.leonardcheshire.org/get-support/working/disabilities-workplace) **for the written or oral interview exercise? Please specify.**

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**3. References**

Please give the name and addresses of two referees. One of these should be your most recent employer. We will only seek references if you are offered the post, but these will be required before any formal offer can be made.

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| --- | --- |
| **Name** |  |
| **Contact phone number**  |  |
| **E-mail** |  |
| **Relationship**  |  |
| **Position and organisation**  |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Contact phone number**  |  |
| **E-mail** |  |
| **Relationship**  |  |
| **Position and organisation**  |  |

**4. If you are currently employed, what period of notice are you required to give?**

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**5. Education & Training**

Please give details of any qualifications you have and training you have taken, including training relevant to this position.

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| --- | --- | --- | --- |
| **Dates**  | **Provider, institution** | **Course title** | **Qualification** |
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**6. Work Experience**

Please provide a summary of your work experience, both paid and unpaid (including volunteering).

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| --- | --- | --- | --- |
| **Dates** | **Organisation** | **Position** | **Key duties and/or achievements** |
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**7. Do you speak any languages other than English? Please specify**

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**8. Supporting statement**

In this section, please state how you meet the requirements of the person specification criteria provided in the job description for this post.

Please refer to the criteria marked with a tick in the application form column when completing this section of the application form. The criteria items ticked in other columns will be scored at later stages of the recruitment process.

If you require additional space, you may continue on no more than **two** A4 pages.

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**9. Permission to work in the UK:**

Do you have permission to work in the UK?

In order to take up any appointment with FLEX you must provide evidence of your eligibility to work in the UK covering the full duration of the contract.

YES ☐ NO ☐

**10. Rehabilitation of Offenders Act 1974**

Do you have any unspent convictions, as defined by the Rehabilitation of Offenders Act 1974?

YES ☐ NO ☐

If yes, please provide details

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**11. Declaration**

I declare that all information given on this job application form is true and correct to the best of my knowledge.

**Signature of applicant:**

**Date:**