# **KENT REFUGEE ACTION NETWORK**

##### SENIOR MANAGER: ADVOCACY AND SUPPORT APPLICATION FORM

Please email your application to [jobs@kran.org.uk](mailto:jobs@kran.org.uk)

For all enquiries regarding applications please contact jobs@kran.org.uk or call 01227 634320.

| First Name: | Surname: |
| --- | --- |
| Address | E-mail: |
|
| Postcode: |
| Phone: . |

## REFERENCES

Please give the names, addresses and telephone numbers of two people, one of whom (where possible) should be your present or most recent employer, who we can contact for references.

References will only be taken up following a successful interview. An offer of employment may depend on receipt of satisfactory references.

| Name: | Name: |
| --- | --- |
| Relationship:  Capacity known: | Relationship:  Capacity known: |
| Since:  Address: | Since:  Address: |
| Postcode: | Postcode: |
| Email: | Email: |
| Phone: | Phone: |

**CONFLICT OF INTEREST DECLARATION**

Please confirm if you know any trustees or staff at KRAN Yes ☐ No ☐

If yes, please state their name: Click here.

In what capacity do you know them: Click here.

| **EDUCATION**  Please start with the most recent and include education gained both in the UK and overseas. | | |
| --- | --- | --- |
| Dates | Name of University/College/School | Qualifications Obtained (including those outside the UK) |
|  |  |  |

| **TRAINING**  Please describe any professional, vocational, short courses or in-service training undertaken. | | |
| --- | --- | --- |
| Dates | Place of Study | Qualification obtained (if any) |
|  |  |  |

| **EMPLOYMENT OVER THE PAST FIVE YEARS**  Please include paid and voluntary work, both in the UK and overseas, and begin with details of your current/most recent post. | | | | | |
| --- | --- | --- | --- | --- | --- |
| Dates | Name of Employer | Job Title | Salary | Main Duties/ Responsibilities | Reason for leaving |
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| --- | --- | --- | --- | --- | --- |
| Dates | Name of Employer | Job Title | Salary | Main Duties/ Responsibilities | Reason for leaving |
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|  |  |  |  |  |  |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training.

Please structure your response in terms of the three outlined areas: managing quality services, communicating and coordinating, people and stakeholder management.

Please provide evidence and examples where you have demonstrated competency in each of the areas, relevant to the responsibilities, qualifications and experience set out in the job description.

***PLEASE TELL US HOW YOU FOUND OUT ABOUT THIS JOB:***

*The facts set out in this application are, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment.*

**Signed: Date:**