# FORM 1: WELFARE AND HOUSING TRAINEE ADVISER APPLICATION FORM

The information you provide on this application form will be treated as confidential and in line with the Data Protection Act 2018. Refer back to the recruitment pack to help you complete each section fully.

To apply for the role, please send this completed form along with the [equal opportunities monitoring form](https://irmo.org.uk/wp-content/uploads/2025/01/2025-Propel-Equal-Opportunities-Monitoring-Form-Final.docx) to [recruitment@irmo.org.uk](mailto:recruitment@irmo.org.uk) by no later than 11.59 pm on Sunday 13th of April 2025.

| Personal Details | | | |
| --- | --- | --- | --- |
| **Forename(s)** |  | | |
| **Surname(s)** |  | | |
| **Title (e.g. Dr, Mr, Mrs, Miss, Ms, Other – please state)** |  | | |
| **Home address** |  | | |
| **Email** |  | | |
| **Phone number** |  | | |
| **Please provide detailed information below about any accessibility-related adjustments we can support you with should you be selected for an interview.** | | | |
|  | | | |
| **How did you hear about this position? If online, please specify the website or social media channel.** | | | |
|  | | | |

| **Preferred Host Organisation** | | | |
| --- | --- | --- | --- |
| The first cohort of our Workforce Development Programme will include four trainee advisors focusing on welfare and housing. Each partner organisation will host one trainee. To help us allocate places, please add an **X** in the relevant box(es) below to select your preference(s). Please refer to the job description for the requirements of each organisation before making your selections. | | | |
| [The Baytree Centre](https://baytreecentre.org/)\* | |  | |
| [High Trees](https://www.high-trees.org/) | |  | |
| [Indoamerican Refugee & Migrant Organisation (IRMO)](https://irmo.org.uk/) | |  | |
| [Latin American Women’s Rights Service (LAWRS)](https://lawrs.org.uk/)\*\* | |  | |
| Any of the above organisations | |  | |

\*Women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

\*\*Latin American women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

| Work History | | | | |
| --- | --- | --- | --- | --- |
| Please give details of any previous work experience that is relevant to this position, starting with the most recent. We encourage you to include relevant experience in paid positions, voluntary roles and any projects you have been a part of. Add extra rows as needed. | | | | |
| **Date from and to (mm/yy)** | **Org, company or project name and address** | **Role title and brief description of responsibilities** | **Voluntary or paid** | **Reason for leaving** |
|  |  |  |  |  |

| Education, Training and Qualifications | | | |
| --- | --- | --- | --- |
| Please give details of your main qualifications, covering education and professional training. Add extra rows as needed. | | | |
| **Provider of qualification** | **Details of qualification gained or pending, or training attended** | | **Date(s)** |
|  |  | |  |

| Languages Assessment | | | | |
| --- | --- | --- | --- | --- |
| Please complete the table below with your language skills by adding an x in the relevant boxes. | | | | |
|  | **None/Beginner** | **Intermediate** | **Advanced** | **Fluent** |
| **English** |  |  |  |  |
| **Spanish** |  |  |  |  |
| **Portuguese** |  |  |  |  |
| **If other, specify** |  |  |  |  |

| **Supporting Statement** |
| --- |
| Please explain in **no more than 800 words** how you meet the essential and desirable requirements for this post, as listed in the person specification. Wherever possible, give examples or fully explain how the requirements relate to your experience, knowledge, skills and attributes. Shortlisting will be based on the evidence you provide of your ability to meet the requirements set out in the person specification. |
|  |

| Referees | |
| --- | --- |
| Please provide the details of two referees (not related to you) who are able to provide us with a reference based on experience of working with you. One of them must be your most recent employer. Referees will only be contacted after the interview stage. | |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:** | **Address:** |
| **Phone number:** | **Phone number:** |
| **Email:** | **Email:** |

As this position involves working with children and/or vulnerable adults, employment is dependent on the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland, or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references.

## DECLARATION

**Please read this carefully before signing this application form.**

1. I confirm that the information provided on this application is true and correct. I understand that providing false information or withholding relevant information can lead to my application being rejected or my role being terminated if an appointment has already been made.
2. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service / Disclosure Scotland for a Disclosure and Barring certificate / PVG Scheme Record or Scheme Record Update as requested. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated if an appointment has already been made.
3. I understand that the information will be held electronically in line with the Data Protection Act 2018.

**Signature:**

**Date:**

## HOW TO SUBMIT YOUR APPLICATION

Please return your application form along with your [equal opportunities monitoring form](https://irmo.org.uk/wp-content/uploads/2025/01/2025-Propel-Equal-Opportunities-Monitoring-Form-Final.docx) by email to [recruitment@irmo.org.uk](mailto:recruitment@irmo.org.uk) by no later than 11.59 pm on Sunday 13th of April 2025. Please include the title of the position for which you are applying in the subject line of your email.

Please ensure you have reviewed the specific requirements of each organisation you are selecting as your preferred placement before completing this application form.