Text

Description automatically generated

## APPLICATION FORM

**PLEASE RETURN BY 23:59 on 23 April 2024 to** Applications@reprieve.org.uk

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

|  |  |
| --- | --- |
| **Name:** | MENA Caseworker |
| **Role applied for:** |  |

## Employment or volunteering history – in chronological order with the most recent first.

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HOW YOU FULFIL THE KEY CRITERIA**

**Please answer each section with no more than 100 words.**

**Please give examples on how you think you satisfy**

**each of the ESSENTIAL CRITERIA below in turn:**

|  |
| --- |
| * Native or professional proficiency in Arabic |
|  |
| * Knowledge and understanding of the political and human rights landscape in the Middle East and North Africa, including sensitivity to the various legal, socio-economic and political factors at play |
|  |
| * Demonstrable and substantial casework experience, including advocacy and research experience |
|  |
| * Excellent written and communication skills; experience preparing persuasive briefings and advocacy materials |
|  |
| * Emotional resilience and experience working with vulnerable individuals, including victims of torture and trauma, in emotionally charged and stressful situations |
|  |

**DESIRABLE CRITERIA**

Please say if and how you meet any of the desirable criteria below (in no more than 300 words), giving examples where possible, including any transferable skills relevant to the post you are applying for.

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|  |

**If a qualification is required for a role, it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (maximum 500 words)

***TO BE DETACHED PRIOR TO SHORTLISTING***

## Personal details

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. They should be your current and most recent employer. We will only contact referees if you are offered the position and have given your consent.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time/capacity they have known you:** | **Time/capacity they have known you:** |
|  |  |

|  |  |
| --- | --- |
| **Other details** |  |
| What is the notice period required in your present job? |  |
| Is your current role your sole regular employment? | Yes/No |
| Do you have the current right to work in the UK? | Yes/No |
| Where did you see the advertisement for the job? |  |
| Do you feel that you need a reasonable adjustment linked to the Equality Act for interviews or written exercises?  Please note that this information will not be shared with staff involved in assessing applications |  |
| If "yes", please give details: | |
| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment | |