



Application Form

For office use only

Candidate ref. number	
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**All applications must be submitted by completing this application form.
Please do not send cvs without an application form.**

Application for Employment – Section 1 Job Details

Job Title	Ending Destitution Coordinator
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Personal Details

Last Name	
First Name	
Address (including postcode)	
Contact Number	
Email	



Application for Employment – Section 2

Employment Details

Name and address of current employer (or most recent employer)	
Current or most recent job title	Date from: Date to:
Current Salary £	£
Notice Period	
Reason for Leaving	
Please provide a brief description of your duties and responsibilities below:	



Self-Assessment – Section 3

In this section, we will ask you to demonstrate you have the skills, ability, knowledge, experience and personal attributes required for the role of Ending Destitution Coordinator

With reference to the job profile please provide examples which demonstrate your suitability for the role by completing the following sub-sections.

Please use continuation sheets if necessary.

1 Please provide an example to demonstrate that you understand the challenges faced by people seeking asylum that become destitute.



Section 3 cont/d

2 Effective approaches to managing your workload

Please provide an example which demonstrates your ability to manage your time and workload effectively



Section 3 cont/d

3 Please provide an example of your experience of maintaining accurate, up to date records and how data and client records were kept and within GDPR regulations



Section 3 cont/d

4 Effective Relationships

Please provide an example which demonstrates your ability to work collaboratively with colleagues, clients and external partners. Please make reference to:

- a Your ability to develop positive relationships with colleagues and external partners to benefit those you are supporting.**
- b Your ability to manage conflict and how this has been resolved.**
- c Your ability to share learning and feedback with colleagues.**



Section 3 cont/d

5 Please tell us why you wish to apply for the role of Ending Destitution Coordinator and what attracts you to this role.



Section 4

Please list previous work – including paid and voluntary work, listing the most recent first. Please continue on a separate page if necessary.

Name of Employer	Job Title	Date from/to	Salary	Reason for Leaving



Education and Training – Section 5

Please provide details of your education and training below. Please list most recent first and continue on a separate sheet if necessary.

School and Further Education

School/College/University	Qualifications	Date

Postgraduate and Professional Qualifications

Awarding Body	Qualifications	Date

Training Courses

Training Course Provider	Qualifications	Date



References – Section 6

Please provide the details of 2 referees who have agreed to provide references. One referee should be your current or most recent employer.

Reference 1

Referee Name	
Position	
Organisation	
Address	Postcode:
Email	
Phone	

Reference 2

Referee Name	
Position	
Organisation	
Address	Postcode:
Email	
Phone	

Please be advised that referees will not be contacted unless an offer of employment is made.

Declaration:

I declare that the information provided on this form is accurate.

Signature	
Date	



Once your application form has been completed, please return this together with the Equality Monitoring Form no later than Friday 6th November 2026 to info@refugeesanctuaryscotland.org.uk with Ending Destitution Coordinator Application in the Subject Line.

