



Refugee Support
Devon

IMMIGRATION ADVICE MANAGER

Thank you for your interest in this post.

Please find below an application form, with an equal opportunities monitoring form.

Please read the Guidance that you can find at the end of the form carefully – this gives you information about completing the form.

You should then complete and return the application form and equal opportunities monitoring form. **The closing date for applications is 26th November 2025 at 12.00 midday.**

Applications should be sent to personnel@refugeesupportdevon.org.uk and they will be acknowledged. Late applications unfortunately cannot be considered. We are also unable to accept CVs as applications.

We hope to hold interviews on **Thursday the 11th December**. Please confirm at the end of the application form whether you are available on this date.

If you would like more information about the role please email info@refugeesupportdevon.org.uk or call the office on 01392 682185.



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PERSONAL DETAILS

(This page will be taken off and not seen by the recruitment panel)

First Name:

Surname/Family Name:

Address:

Postcode:

Phone number:

Mobile number:

Email:

REFERENCES

Please give details of two people who can give you a reference. Where possible, one should be your present or most recent employer. A formal offer of employment will depend on whether your references are satisfactory.

Name of referee:	
Job title:	
Organisation:	
Telephone/mobile:	
Email address:	
Relationship to you:	
Can we contact prior to interview? YES / NO	

Name of referee:	
Job title:	
Organisation:	



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Telephone/mobile:	
Email address:	
Relationship to you:	
Can we contact prior to interview? YES / NO	

Post Applied for: IMMIGRATION LEGAL ADVICE MANAGER

When filling out the form you may use extra pages if you need to - please make clear which point any extra pages relate to.

1. PRESENT OCCUPATION (Paid or unpaid)

Please include the date you started, the name of your employer and the main responsibilities of the job.

Reason for Leaving:

2. PREVIOUS OCCUPATIONS (Paid or unpaid)

Please include dates, the name of your employer and your main responsibilities in the job. Please include your reason for leaving the post.

Please explain any gaps in your employment history:



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3. PLEASE GIVE DETAILS OF EDUCATION AND TRAINING RELEVANT TO THIS POST (Include any work-based training, courses or training.)

4. WHY ARE YOU APPLYING FOR THIS JOB?

5. Person specification criteria

Please look at the person specification in the Recruitment Pack and write in the boxes below how you match the criteria listed. You should give clear written evidence, with examples.

Essential Criteria:

1	Experience
2	Knowledge and Approach
3	Skills



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Desirable criteria:

6. Please use this box to tell us about anything else which is relevant and would show your knowledge/skills/experience which has not been covered anywhere else on this form including:

- Any other experience you have which relates to the post or the person specification and which you have not told us about already.
- Please explain any gaps in your education/work experience
- Any relevant skills or knowledge you have gained from other life experiences that may be relevant



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Criminal convictions

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Therefore, we have to ask you:

Have you ever been convicted of a criminal offence by a court of law in any country?	Yes / No
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If the answer to the above is YES please complete the following

Date	Place	Offence	Sentence

Data Protection

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. As part of any recruitment process, RSD collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Privacy Notice for Job Applicants explains how we will treat the information you provide and is included in this application pack.

Please confirm you are available for interview on Thursday the 11th December 2025: Y / N

Signed:

Name: Date:

Please return completed application form either by email to personnel@refugeesupportdevon.org.uk (could we please ask that forms are submitted in an editable format – ie. not PDF – as this makes it easier to anonymise the application for the selection panel.)

Closing date: 26th November at 12.00 midday



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PLEASE COMPLETE THE EQUAL OPPORTUNITIES FORM BELOW (after the guidance)

GUIDANCE NOTES

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

Personal Details Section

Please complete all parts of this section as fully as possible. This is a confidential document, and will be removed from the application form before shortlisting in accordance with our Recruitment policy.

References

If you are in paid employment, or have left a job, your current or most recent employer should be named as someone we can approach for a reference.

References will be taken up if you are shortlisted for interview. Please specify if you do not wish us to contact your current employer prior to interviews.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

Please note that satisfactory references must be received before commencing employment with this organisation.

Application form

Please complete all sections as fully as possible. Any gaps in your employment history should be explained.



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Please provide details of how you consider yourself to meet the Person Specification with examples. All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack. Applicants must meet as many as possible of the Essential Criteria detailed in the Person Specification to be considered for an interview.

In line with our recruitment procedures all disabled applicants and applicants from a refugee or asylum seeking background will be offered an interview if they fully meet the person specification of this post.

Working with Children and Vulnerable Adults – Convictions and Disclosure

As this work may involve work with children under 18 years or adults at risk, you are not allowed to keep from us information about any spent or unspent criminal convictions (due to an exemption from the Rehabilitation of Offenders Act (1974)). You are also not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions. If you have any questions about this or are unsure what will apply, please contact us.

The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Director and Trustees only.

This post will require a Disclosure and Barring Service check at an Enhanced Level. We will arrange your Disclosure check in accordance with our Disclosure Check Policy if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

Your Right to Work

Asylum and Immigration Act 1996: Section 8 of The Asylum and Immigration Act 1996 makes it an offence for RSD to employ you if you are not entitled to work in the UK.

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce acceptable evidence of their right to work in the UK before starting their employment.



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To help us ensure that Refugee Support Devon is recruiting fairly and equitably please complete the form below. Please do not put your name on the form.

This information will not be used by those involved in shortlisting or interviewing for the job. The information provided will be recorded anonymously by RSD staff. The data collected will be used for monitoring and reporting to the Refugee Support Devon Board of Trustees, funders and the local authority.

Gender?	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Gender fluid/non binary/other	<input type="checkbox"/> Prefer not to say
What was your gender at birth?	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say	
Age:	<input type="checkbox"/> 16-24	<input type="checkbox"/> 25-49	<input type="checkbox"/> 50-64	<input type="checkbox"/> 65-74
	<input type="checkbox"/> 75 or over	<input type="checkbox"/> Prefer not to say		
How would you describe your ethnicity? -----				
What is your religion?	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> No religion	<input type="checkbox"/> Other religion (please write) -----
			<input type="checkbox"/> Don't know/not sure	<input type="checkbox"/> Prefer not to say
Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say				
Please describe the nature of your disability		<div></div>		
What is your sexuality?	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Heterosexual (straight)	<input type="checkbox"/> Gay
				<input type="checkbox"/> Other
				<input type="checkbox"/> Prefer not to say
Are you a refugee, former refugee or asylum seeker <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say				



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Refugee Support Devon - Job Applicant Privacy Notice

This notice is compliant with the General Data Protection Regulation (GDPR) which came into effect in the UK on the 25th May 2018 and provides job applicants with information about how their personal data will be used.

As part of any recruitment process Refugee Support Devon (RSD) collects and processes personal data relating to job applicants. RSD is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does RSD collect?

RSD collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your criminal record;
- whether or not you have a disability for which RSD needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

RSD may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents, or through interviews or other assessments.

RSD may collect personal data about you from third parties, such as references supplied by former employers and nominated referees.

Data will be stored in a range of different places, including in your application record, RSD's HR management systems and in other IT systems (including RSD email system).

Why does RSD process personal data?

RSD needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, RSD needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

RSD has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).



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RSD processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. Data that RSD uses for these purposes is anonymised and is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team.

RSD will not share your data with third parties except to obtain references when we will share your data with your nominated referees.

RSD will not transfer your data to countries outside the European Economic Area.

How does RSD protect data?

RSD takes the security of your data seriously. RSD has an Information Security and IT Policy in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

For how long does RSD keep data?

Your data will be kept according to the retention schedule set out in our Data Protection Policy. This sets out retention of job applicants data as follows:

Job candidate information	6 months	The records of those not shortlisted for interview will be kept for 6 months and for 1 year for those invited for interview. This allows for revisit if the recruitment is unsuccessful and also for challenge of the recruitment process.
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Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require RSD to change incorrect or incomplete data;
- require RSD to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the RSD is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the CEO at ceo@refugeesupportdevon.org.uk.



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If you believe that RSD has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to RSD during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.