|  |
| --- |
| **SOUTH AYRSHIRE WOMEN’S AID EMPLOYMENT APPLICATION FORM**  **Position Applied For:** |

**SECTION A: PERSONAL INFORMATION**

(CONFIDENTIAL - This section will be removed for short listing purposes)

**1. Personal Details:**

|  |  |
| --- | --- |
| **First Names**: | **Surname**: |
| **Address**:        **Postcode**: | |
| **Email Address**: | |
| **Telephone numbers**: | **Work**: |
| **Home**: | **Mobile**: |

**2. General:**

|  |  |
| --- | --- |
| **Period of notice required by current employer**: | |
| **Are there any dates when you will be unavailable for interview? If so, please specify**: | |
| **Please give two referees, one of whom should be your present or most recent employer:** | |
| **Name**: | **Name**: |
| **Job Title**: | **Job Title**: |
| **Company**: | **Company**: |
| **Address**: | **Address**: |
| **Post Code**: | **Post Code**: |
| **Tel no**: | **Tel no**: |
| **Email Address**: | **Email Address**: |
| **Relationship to you**: | **Relationship to you**: |
| **May we contact them at this stage?**  **Yes**  **No** | **May we contact them at this stage?**  **Yes**  **No** |

**3. Requirements:**

|  |
| --- |
| If you have a disability, are there any specific facilities you would require at an interview if you were shortlisted?  **Yes**  **No**  If yes, please specify: |

**4. Right to Work in UK:**

|  |
| --- |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment?**  **Yes**  **No**  If yes, please provide details: |
| **If you are successful in your application, will you require a work permit prior to taking up employment?**  **Yes**  **No** |

|  |
| --- |
| **5. Do you hold a current driving licence? Y/N**  **Do you have access to a car with business insurance? Y/N** |

|  |
| --- |
| **6. Are you able to work flexibly including evenings and weekends? Y/N** |

**7. Professional Membership**

|  |  |
| --- | --- |
| Are you a member of the SSSC? | If YES enter number - |
| If so have you any conditions attached to this registration? |  |
| If there are conditions please give details. |  |
| Are you part of the PVG Scheme? | If YES enter number - |

**8. Where did you hear about this vacancy?**

|  |
| --- |
|  |

**9. Data Protection Statement:**

|  |
| --- |
| Job applicant privacy notice If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.  **Who has access to data?**  Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.  The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you and to obtain necessary criminal records checks for PVG purposes.  The organisation will not transfer your data outside the European Economic Area.  We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner’s Office. |

**10. Declaration:**

|  |  |
| --- | --- |
| I declare that to the best of my knowledge and belief that the information given herein is correct and complete. I understand that SAWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to SAWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by SAWA, any medical reports or disclosure check. | |
| **Signed**: | **Date**: |

This post is subject to PVG Disclosure. Women only need apply. This post is covered by a Genuine Occupational Requirement (Schedule 9; Equality Act 2010).

South Ayrshire Women’s Aid is committed to quality, equality and valuing diversity. Scottish Charity No: SC002364

**SECTION B: EXPERIENCE, QUALIFICATIONS AND SKILLS**

(CONFIDENTIAL – This section will be used for shortlisting purposes)

**11. Experience:**

Please tell us about your current or most recent employment.

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Salary**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |
| **If you are NOT currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying, or unemployed**: | |

Previous Experience:

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

**Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.**

**12. Formal Educational, Technical & Professional Qualifications:**

*Please name any institute or professional Qualifications, attainment level and relevant dates:*

|  |
| --- |
| **Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates**: |

**13. Personal Development:**

*Please give details of any other courses, memberships or voluntary work which you consider relevant to this application:*

|  |
| --- |
| **Please give details of any other courses, memberships or voluntary work which you consider relevant to this application**: |

**Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.**

**SECTION C: COMPETENCY APPLICATION:**

Please provide **evidence** under each heading how your knowledge, skills and experiences meet those required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

**Essential Criteria 1.**

*Experience of working with individuals or groups who present with complex needs that are identified as vulnerable.*

|  |
| --- |
|  |

**Essential Criteria 2.**

*Experience of working with individuals, assessing risk and producing appropriate and effective support plans.*

|  |
| --- |
|  |

**Essential Criteria 3.**

*Experience of working with women or children who have experienced trauma in a sensitive manner.*

|  |
| --- |
|  |

**Essential Criteria 4.**

*Excellent communication skills both orally and in writing when in contact with individuals, colleagues, managers and external partners.*

|  |
| --- |
|  |

**Essential Criteria 5.**

*Please provide* ***evidence*** *on how you have demonstrated you have worked on your own initiative and as part of a team*

|  |
| --- |
|  |

**Essential Criteria 6.**

*Please give examples of how you have worked with a vulnerable person and they have made it difficult to maintain professionals boundaries and how you dealt with this.*

|  |
| --- |
|  |

**Thank you for taking the time to complete this application.**

**Please return your completed application form by:**

**Email to** [**recruitment@sawamail.org.uk**](mailto:recruitment@sawamail.org.uk)

**Post to : Recruitment**

**South Ayrshire Women’s Aid, 28 Sandgate, Ayr KA7 1BW**

SAWA prefers typed or electronic applications. If your application is handwritten, please write legibly. If you submit your application by e-mail, you may choose to scan in your signature or alternatively indicate with your application that a signed hard copy of the relevant page will follow in the post.

We would appreciate it if you would also complete and return the Equal Opportunities Monitoring Form to assist us in monitoring our recruitment processes and the implementation of our Equal Opportunities Policy.

You are under no obligation to do so and your decision will not influence the recruitment process in any way.

South Ayrshire Women’s Aid is committed to quality, equality and valuing diversity. Scottish Charity No: SC002