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| **C:\Users\Owner\AppData\Local\Temp\Rar$DIa0.683\womens-aid-argyll-and-bute-1.png** Job Title: **Support Service Team Leader** |

**ABWA is an Equal Opportunities Employer:** This post is restricted to female applicants. Being a woman is considered an occupational requirement and a proportionate means of achieving a legitimate aim in terms of the exception under the Equality Act 2010, schedule 9

**1. Personal Details:**

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| --- | --- | --- | --- |
| Full name |  | Mobile: |  |
| Address |  | Landline |  |
| Email |  | N.I. No.: |  |

**2. References**

Please give details of TWO referees, one of whom MUST be your current or most recent employer.

|  |  |
| --- | --- |
| 1. Name: | Address: |
| Occupation: | |
| Email Address: | |
| Is this an **Employment** or **Personal** referee? | **We will only contact referees if we offer and you accept a post with us** |

|  |  |
| --- | --- |
| 2. Name: | Address: |
| Occupation: | |
| Email Address: | |
| Is this an **Employment** or **Personal** referee? | **We will only contact referees if we offer and you accept a post with us** |

**CRIMINAL CONVICTIONS DECLARATION FORM**

The Rehabilitation of Offenders Act 1974 makes it unlawful for employers generally to take account of offences which are spent. A spent conviction is one for which you are considered to be rehabilitated. The conviction becomes spent after a certain period of time, which varies depending on the type of conviction and the sentence imposed. However, many Fife Women's Aid posts involve working directly with vulnerable adults and/or children and these posts are subject to disclosure under the Protection of Vulnerable Groups (PVG) Scheme. In these cases, we are entitled to know about, and take account of, otherwise spent convictions.

We ask you to tell us about unspent convictions, current charges or whether you are under investigation for a criminal offence on this form but the information you give us will only be taken account of if we consider it to be relevant to the job.

You should be aware that if the post you have applied for is subject to the PVG Scheme, any job offer will be subject to an application to the PVG scheme. The report from the scheme will disclose to us any otherwise spent convictions which you may have. You should take this into account when deciding whether to continue with your application.

If you have convictions which we consider might disqualify you from the post applied for, we will tell you this and give you an opportunity to explain the circumstances of the convictions, and why you think you should still be considered for the post.

**You should complete this form and date and sign it.**

**If you have no convictions** to declare: type **‘NOTHING TO DECLARE’** in the box, date and e-sign.

**We will accept your name in type if you are unable to provide an e signature.**

**We will retain your application form email as proof of content**

Please give details of unspent criminal convictions, charges pending, or ongoing police investigations into alleged criminal offences in the box below:-

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**Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.**

**SSSC registration as a Supervisor of a Housing Support Service is also a requirement.**

**3. EMPLOYMENT INFORMATION**

|  |  |
| --- | --- |
| Period of Notice required by employer: |  |
| Please provide details of any adjustments you require to enable you to attend a virtual interview |  |
| If you have a disability would special access or modifications to duties enable you to take up the post? |  |
| Please provide details of any restrictions to your residence in the UK which might affect your right to take up employment |  |
| If your application is successful, will you require a work permit prior to taking up employment? |  |

**Data Protection Statement**

The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. 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 this application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

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| **DECLARATION:**  I declare that, to the best of my knowledge and belief, the information given is correct and complete. I understand that ABWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references, medical reports and disclosure check.  **Signed: Date:**  **We will accept a typed signature as we will retain your email as evidence of your submitted application** |

**The information you have provided above this point will be removed prior to shortlisting.**

|  |
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| **Only the information provided below this point will be used for shortlisting** |

**Qualifications** (if relevant to this post)

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| --- | --- | --- | --- |
| **Course Undertaken** | **Duration & Dates** | **Study Method** | **Qualification / Result** |
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**Training Courses attended since January 2015** (if relevant to this post)

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| --- | --- | --- | --- |
| **Training Course** | **Month/Year** | **Study Method** | **Training Provider** |
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| **Current/most recent Employment History** | |
| Current or most recent job title |  |
| Organisation’s name |  |
| Workplace address |  |
| Weekly hours worked |  |
| Annual salary for contractual hours |  |
| Employment start date |  |
| End date if applicable |  |
| Notice you are required to give |  |
| Your reason for leaving |  |
| **Brief Description of Duties:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment From 2011 to 2021 *(please give most recent first)*** | | | | |
| **Name of Employer** | **Job Title/Brief Description of Duties** | **Start date**  00/00/00 | **Finish date**  00/00/00 | **Reason for leaving** |
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| **Meeting the person specification** (use as much space as you need to provide your responses).  To help you evidence how well you meet the criteria for this post **please provide detail** that highlights your experience and skills, **as it is against this detail that your application will be scored.**  Avoid statements that simply say e.g. ‘I have 8 years’ experience working in a fast-paced service.’  Where no experience is held please declare that in the relevant box |

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| **Section A: Describe your work experience under each heading:** | | |
| A1 | Working in a fast paced, crisis led service using risk assessment and advocacy routinely |  |
| experience statement |  |  |
| A2 | Ability to remain positive, calm and focused during crisis situations in the workplace |  |
| experience statement |  |  |
| A3 | Playing a key role in project development |  |
| experience statement |  |  |
| A4 | Working directly or indirectly with the domestic abuse support sector |  |
| experience statement |  |  |
| A5 | Promoting & representing a service or organisation locally or nationally on a forum or fora |  |
| experience statement |  |  |
| A6 | Managing your own resilience and stress (and if relevant include while working from home) |  |
| experience statement |  |  |
| Leave blank | |  |

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| **Section B: Describe your experience managing & leading others under each heading:** | | |
| B1 | Leadership experience in a support service (include number supervised, dates, responsibilities) |  |
| experience statement |  |  |
| B2 | Providing informal supervision, mentoring/coaching/development opportunities for staff |  |
| experience statement |  |  |
| B3 | Carrying out formal support/supervision/annual appraisal meetings with staff |  |
| experience statement |  |  |
| B4 | Supporting staff to operate within a policy, procedural, and best practice framework |  |
| experience statement |  |  |
| B5 | Consulting staff on service development opportunities |  |
| experience statement |  |  |
| B6 | Identifying and addressing challenges that can arise for someone in a leadership role |  |
| experience statement |  |  |
| Leave blank | |  |

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| **Section C: Describe your experience working alongside senior management under each heading:** | | |
| C1 | Co-ordinating and overseeing effective operational and contingency rota planning |  |
| experience statement |  |  |
| C2 | Overseeing staff records e.g. absence/annual leave, timesheets, expenses etc. |  |
| experience statement |  |  |
| C3 | Contributing to or writing successful funding applications |  |
| experience statement |  |  |
| C4 | Producing or contributing towards service-related reports evidencing outcomes |  |
| experience statement |  |  |
| C5 | Managing best use of service resources e.g. staff time, premises, equipment, support items |  |
| experience statement |  |  |
| C6 | Monitoring/evaluating/report writing on the quality and effectiveness of service provision |  |
| experience statement |  |  |
| Leave blank | |  |

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| **Section D: Personal statement, checklist and membership and driving licence information** | | | |
| **D1** | **Tell us why you are interested in this vacancy and what you could bring to the role** | |  |
| Personal statement |  | |  |
| Leave blank | | |  |
| **D2: Please confirm that you can meet the following requirements** | | | **Yes/No** |
| I can meet the requirements of working safely and effectively from home | | |  |
| I can commit to working flexibly including some evenings and occasional weekend work to meet need | | |  |
| I have or can purchase business, motor insurance | | |  |
| I can commit to being able to drive, with notice, across Argyll & Bute | | |  |
| I can confirm I meet the qualification criteria for Housing Support Supervisor registration with SSSC | | |  |
| I currently hold a UK driving licence | | |  |
| The number of points on my licence at present is | | |  |
| **D3: Membership of professional bodies** | | e.g. SSSC; PVG or other | |
| Are you a member of any professional bodies? | |  | |
| Title/s of your registration/s | |  | |
| Level / grade of membership (if applicable) | |  | |
| How long have you been a member? | |  | |