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**Application for the post of Chief Operating Officer (28 hours)**

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| 1. **Personal details**
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| **Name** |  |
| **Address** |  |
| **Daytime telephone contact** |  |
| **Email** |  |
| **Declaration and Data Protection Statement**  |
| The information you provide on this form will be treated in the strictest confidence. Your information will be stored securely, only those directly involved in the recruitment process will have access to your application form. To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.In completing and returning this application and any attachments you are consenting to the processing of data therein and that this will comply with the General Data Protection Regulation and Data Protection Act 2018.**Signature…….……………………………... Date…………** |

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| 1. **Qualifications and training**

**Only enter those qualifications and/or training necessary or relevant to the job - please see the job description for more information (insert additional lines as necessary)** |
| Qualification and/or training | Subject | Result and date |
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| 1. **Previous employment (list in order, with most recent employer first; insert additional lines as necessary)**
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| Please list **all** your previous employment, explaining any gaps in employment.  |
| Dates | Name and address of employer | Job title and nature of work | Reason for leaving |
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| 1. **Personal Statement**

Please tell us how you fit the person specification for this role, using the following categories:* Values, principles and understanding of issues relating to sexual violence (max 500 words)
* Management and leadership (max 500 words)
* Service planning and development, including implementation, recording, monitoring, reporting and evaluating (max 500 words)
* Managing yourself, working with others and promoting the organisation (max 500 words)

Ensure you back up any statements with examples and evidence of your effectiveness. For example: * “I am a good trainer” (not acceptable evidence)
* “I am a good trainer as I have delivered 30 training events and got good feedback from 70% of the people who attended” (acceptable evidence)
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| 1. **References**
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| Edinburgh Rape Crisis Centre requires employment references to cover a three year period – if necessary, please provide further referees covering the last 3 years. |
| **Reference 1: Current / most recent employer** |
| Name: | Position:  | Tel no:  |
| Company name: | Address: |
| Email address: |
| **Reference 2: Previous employer / line manager** |
| Name: | Position:  | Tel no: |
| Company name: | Address: |
| Email address: |
| **Reference 3: Previous employer / line manager** |
| Name: | Position: | Tel no: |
| Company name: | Address: |
| Email address: |

**Closing date for applications:** Wednesday 4 August, 12noon

Please return your completed application form to info@ercc.scot marked

***Recruitment- Private and Confidential***