**Clackmannanshire Women’s Aid SCIO**

**Section A: Personal Details**

**Section A will be removed prior to shortlisting.**

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| **Post Applied For** |
| **Change Manager – 21 hours** |

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| First Name: | Surname: |
| Home Address:Post Code: |
| Telephone No: |
| Mobile No: |
| Email: |

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| **Eligibility to Work in the UK** |

Do you have a legal right to work in the UK? YES [ ]  NO [ ]

If you are selected for interview you will be asked to provide evidence that you have the legal right to work in the UK, at the interview.

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| **Reasonable Adjustments** |

Do you consider yourself to have a disability? YES [ ]  NO [ ]

If yes, then please tell us if there are any reasonable adjustments we can make to assist you in your application process

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| **Criminal Convictions** |

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work of Clackmannanshire Women’s Aid.

If successful at interview, you will be required to complete a Protection of Vulnerable Group Scheme membership form on which you will be asked to disclose any criminal offences of which you have been convicted.

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| **Protection of Vulnerable Groups (Scotland) Act 2007** |

Are you a member of the PVG Scheme? YES [ ]  NO [ ]

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| Membership Number |  |

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| **SSSC Registration** |

Are you currently or have you previously been registered with the SSSC? YES [ ]  NO [ ]

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| Certificate Number |  |

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| **Membership of Professional Bodies** |

Are you a member of a relevant body? YES [ ]  NO [ ]

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| Title of registration |  |
| Level/Grade of membership (if applicable) |  |
| Date joined |  |

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| **Driving License** |

Do you have a driving license and have access to a vehicle? YES [ ]  NO [ ]

**Section B: Experience, Qualifications and Skills**

**This section will be used for shortlisting purposes so please answer all questions as fully as possible to help you to demonstrate experience and ability for the post you are applying for.**

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| **Education History**  |

You will be required to provide original copies of all educational qualifications that you declare in this section of the application form.

Please provide details and results of any examinations taken. This should include course title, level of study, result and year gained.

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| **Personal Development** |

Please provide details of any courses, membership or voluntary work which you consider relevant to this application.

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Please continue on an additional sheet(s) if required.

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| **Current/ Most Recent Employment**  |

Please tell us about your current or most recent employment.

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

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| **Previous Work Experience (Paid or Unpaid)** |

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| --- | --- | --- | --- |
| StartDate  | EndDate  | Employer’s name and address including post code | Job title, brief outline of duties, responsibilities and key achievements |
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Please continue on an additional sheet(s) if required.

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| **Supporting Statement - Relevant Skills, Experience and Achievements** |

Please state why would you like to work for Clackmannanshire Women’s Aid and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. Use additional sheets if necessary.

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| **What is your understanding of feminism?** |

In 200 words or less, tell us your understanding of feminism.

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| **Tell us what you think are the effects of domestic abuse on women, children and young people.**  |

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| **References** |

Please provide the details of two referees, one of whom should be your present or most recent employer. References will only be sought for successful applicants.

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| **First Referee Details** | Relationship to you:  |
| Name: | Job Position: |
| Email Address: | Tel No: |
| Full Company Address:Post Code:Can we contact this referee now? YES [ ]  NO [ ]  |

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| **Second Referee Details** | Relationship to you: |
| Name: | Job Position: |
| Email Address: | Tel No: |
| Full Company Address:Post Code:Can we contact this referee now? YES [ ]  NO [ ]  |

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| **The Data Protection Act 1998** |

Clackmannanshire Women’s Aid will use the information you provide in this application form 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.

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| **Declaration** |

I declare that the information contained in this application is correct and complete. I understand that Clackmannanshire Women’s Aid reserves the right to withdraw an offer of employment or to terminate employment already commenced if the information provided is inaccurate.

**Signature: ……………………………………………………………..**

**Print Name: ………………………………………………………………**

**Date: ………………………**

**Equal Opportunities Monitoring Form**

Clackmannanshire Women’s Aid is committed to promoting quality of opportunity. You are not required to answer any or all of the questions, but it would assist us in monitoring the effectiveness of our recruitment and selection policy.

The information you provide is for monitoring purposes only and will not be used as part of the recruitment and selection process. This section will be removed before the shortlisting process. The information will be treated in the strictest confidence.

If returning by post, please return in a sealed envelope marked confidential.

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| **Post Applied For** |
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| **Age** *(please tick)* |

* Under 20
* 20-30
* 31-40
* 41-50
* 51-60
* Over 61
* Prefer not to say

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| **Ethnic Origin**  |

**A White**

* British
* Irish
* Any other White background (please specify)

**B Mixed**

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background (please specify)

**C Asian or Asian British**

* Indian
* Pakistani
* Bangladeshi
* Any other Asian background (please specify)

**Black or Black British**

* Caribbean
* African
* Any other Black background (please specify)

**D Chinese or other ethnic group**

* Chinese
* Any other Chinese background (please specify)

**E Other Ethnic background**

* Other Ethnic background

**F Prefer not to say**

* Prefer not to say

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| **Religion or Religious Belief**  |

* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other
* Prefer not to say

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| **Do you consider yourself disabled?**  |

* Yes
* No
* Prefer not to say

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| **Sexuality** |

* Bisexual
* Heterosexual
* Lesbian
* Other
* Prefer not to say