|  |  |
| --- | --- |
| **Glasgow East Women's Aid** |  |

Application for Employment

|  |  |
| --- | --- |
| **Application for the post of:**   | Women, CYP Crisis Drop in Worker |

The information you provide will be treated with the strictest confidence and will be used by Glasgow East Women’s Aid’s (GEWA) Recruitment Panel to consider your interest in the post.

GEWA does not accept C.V.s and will not consider any information provided in C.V.s submitted as part of the recruitment process.

Please return this form by email to karen.arbuckle@gewa.org.uk, (preferred) or post to as Private & Confidential to Karen Arbuckle at Glasgow East Women’s Aid, 753 Westerhouse Road, Easterhouse, Glasgow G34 9PB**.**

Glasgow East Women’s Aid is run by women for women and therefore recruitment is restricted to women applicants under the Equality Act 2010, schedule 9, part 1.

|  |
| --- |
| **Personal Information** |
| Name (in full) |  |
| Address (including postcode) |  |
| Email address |  |
| Mobile number |  |
| Daytime telephone number (if appropriate) |  |
| Do you have a current driving licence? | **Yes/No** |
| **Disability** - Do you consider yourself to have a disability which we require to take account of to assist you in attending an interview or carrying out this role? | **Yes/No** |
| **Rehabilitation of Offenders** – Do you have any criminal convictions other than those spent under the Rehabilitation of Offenders Act? **Please note that as the successful candidate will be supporting vulnerable adults a valid Enhanced PVG Disclosure will be sought** | **Yes/No** |

|  |
| --- |
| **Referees –** Please give details of two referees. One of your referees should be your current employer if you are employed, or your last employer if you are unemployed.References will be not be sought for candidates prior to interview.  |

|  |
| --- |
| **Reference 1** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |
| --- |
| **Reference 2** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |
| What is your connection to this person? |  |

|  |
| --- |
| **General** |
| Where did you hear about this vacancy? |  |
| When would you be available to take up a new appointment? |  |
| Do you have any voluntary work or public service commitments which you wish to draw to our attention? |  |
| Do you have any private business commitments? If so, please give brief description. |  |

|  |
| --- |
| **Present or most recent employment** – please provide details of your current employment. If you are currently unemployed, please provide details of your last employment |
| Employer’s name |  |
| Address |  |
| Date employed from |  |
| Date employed to |  |
| Job title |  |
| Salary |  |
| Notice period required |  |
| Reason for leaving or seeking new employment |  |

|  |
| --- |
| **Nature of the post -** please describe your main duties. |
|  |

|  |
| --- |
| **Employment History** – please list your previous employment starting with the most recent.Please continue on a separate sheet if necessary. |
| **From** | **To** | **Employer** | **Title and main duties** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
| **Secondary Education –** Please list certificates gained showing subjects and level of pass. |
| Subject | Level/Award |
|  |  |

|  |
| --- |
| **Further Education**  |
| University or College  | Dates | Qualifications obtained |
| From | To |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Professional Qualifications** |
| Name of awarding body  | Date awarded | Qualifications obtained, Membership of Professional Institution etc. |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Training –** Please provide details of any courses or training undertaken which is relevant to this post. |
| **Course/Training** | **Provider(s)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Experience, skills and knowledge –** The Job Description for this post lists the key responsibilities and duties of this role. Please describe how your experience, skills and knowledge would enable you to meet the Job Description for this post by providing relevant information in the following section.

|  |
| --- |
| **Skills, experience and knowledge** |
|  |

|  |
| --- |
| **Personal Qualities** |
|  |

|  |
| --- |
| **Additional information –** Please provide any additional information that you feel is relevant to this position. |
|  |

|  |  |
| --- | --- |
| **Glasgow East Women's Aid** |  |

Equal Opportunities in Employment

|  |  |
| --- | --- |
| **Application for the post of:**   | Women, CYP Crisis Drop in Worker |

# Equal Opportunities Monitoring Form

# Help us to ensure equal opportunity by completing this form.

**The information you provide on this form will be treated as strictly confidential and will not be made available to any person involved with the selection process.**

We would like you to answer as many questions as possible. However, if there are questions that you would rather not answer please simply move on to the next question.

The information we gather on these forms helps us put into action our equal opportunities policy and helps us monitor that there is no discrimination against applicants or employees.

## Monitoring Form Information - Please double click and check (x) the appropriate boxes.

**1. Gender Identity:** Are you: **2. Marital Status:** Are you

Male [ ]  Married/Civil Partnership [ ]

Female [ ]  Neither [ ]

Other [ ]  …………………………… I prefer not to answer this question [ ]

I prefer not to answer this question [ ]

**3. Disability:** **4. Caring Responsibilities:**

Do you consider yourself disabled? Are you responsible for dependents?

Yes [ ]  Yes [ ]

No [ ]  No [ ]

I prefer not to answer this question [ ]  I prefer not to answer this question [ ]

**5. Transgender Status:**

Do you consider yourself or have you ever considered yourself to be transgender?

Yes [ ]

No  [ ]

I prefer not to answer this question [ ]

**6. Religion:** Which of the following religions, religious denominations or bodies do you currently belong to:

None [ ]  Jewish [ ]

Church of Scotland [ ]  Muslim [ ]

Roman Catholic [ ]  Sikh [ ]

Other Christian [ ]  Buddhist [ ]

please specify…………………… Hindu [ ]

Other religion [ ]  I prefer not to answer this question [ ]

please specify……………………

**7. Sexual Orientation**: Are you:

Heterosexual [ ]  Lesbian [ ]

Bisexual [ ]  I prefer not to answer this question [ ]

Gay [ ]

**8. Age:** Are you:

Under 21 [ ]

21-30 [ ]

31-40 [ ]

41-50 [ ]

51-60 [ ]

60+ [ ]

I prefer not to answer this question [ ]

**9. Ethnic Origin:**

What is your ethnic group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background**.**

**A. White**

[ ]  Scottish

[ ]  Other British

[ ]  Irish

[ ]  Any other white background, please specify………………………………………………

## **B. Mixed**

[ ]  Any mixed background, please specify……………………………………………………

## **C. Asian, Asian Scottish or Asian British**

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Chinese

[ ]  Any other Asian background, please specify……………………………………………

**D. Black, Black Scottish or Black British**
[ ]  Caribbean

[ ]  African

[ ]  Any other black background, please specify………………………………………………

**E. Other Ethnic Background**

[ ]  Any other background, please specify……………………………………………………

# F. [ ]  I prefer not to answer this question

#

|  |
| --- |
| **DECLARATION OF INTERESTS** |
| GEWA’s interview and appointment procedures aim to eliminate any possibilities of bias when considering applications.It is, therefore, essential that you complete and return this form with your application form, if you do not, your application cannot be considered. Any false or misleading information can result in your dismissal without notice. |
| **Post:** |  |
| **Name of Applicant:** |  |
| **Please tick the appropriate box.** | **Yes** | **No** |
| Have you been an employee of Glasgow East Women’s Aid in the past 12 months?*(This does not apply to existing employees)* |  |  |
| Either now or in the last 12 months, have any of your relatives been an employee of Glasgow East Women’s Aid? *Please note that a relative is defined as a spouse, cohabitee, parent, grandparent, child, stepchild, grandchild, brother or sister.* |  |  |
| Either now or in the last 12 months, have any of your relatives been a Board Member of Glasgow East Women’s Aid? |  |  |
| If you have answered ‘yes’ to any of these questions, please state: |
| The person’s name: |  |
| Their position: |  |
| I declare that the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. | **Yes/No** |