**Job Application Form**

**Confidential**

**Vacancy Details**

|  |  |
| --- | --- |
| **Post applying for:**   | Support Worker   |

**Please return your completed application to**: katy@kairoswomen.org or post your application to Kairos Women+, Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA1 1TJ (please text or email to let us know you have posted it)

All applications are stored confidentially within Kairos Women+ for 1-year in line with GDPR recommendations, after that time they will be deleted and/or shredded.

## Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Names |  |
| Preferred name: |  | Pronouns(e.g. she/her; they/them) |  |
| Address (incl. postcode) |  |
| Email  |  |
| Phone number |  |
| Worked or volunteered for us before? |  |
| Are you related to anyone within Kairos Women+?  |  |
| How did you learn about the post? |  |

**Employment and Volunteering History**

Please list your full employment history and account for any gaps of employment including voluntary or unpaid work for the previous 5-years (you are welcome to include up to 10-years where relevant). Please start with the most recent and give exact dates where possible and use an additional sheet if necessary. Don’t worry if you have gaps in your employment, please tell us about those, we know work isn’t the whole of life!

**Current/Most Recent**

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Notice Period |  |
| Reason for leaving |  |
| Start Date |  | End Date |  |

**Previous**

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Reason for leaving |  |
| Start Date |  | End Date |  |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Reason for leaving |  |
| Start Date |  | End Date |  |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Position |  |
| Duties |  |
| Reason for leaving |  |
| Start Date |  | End Date |  |

**Education (in chronological order)**

**Secondary Education** - Examinations Passed

### Further/Higher Education

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

|  |  |
| --- | --- |
| Course |  |
| Provider |  |
| Qualification name |  |
| Qualification grade |  |
| Date achieved |  |

### Other relevant courses/training undertaken

**Supporting Statement**

Please state below your reason for applying for this post and the qualities and experience you consider make you a suitable applicant. **Please ensure your statement demonstrates how your skills and experience match the criteria laid out in the person specification**.

**Understanding mental health & addictions**

This role involves working with women+ who have mental health conditions and/or an addiction in groups and one-to-one. Imagine a woman arrives to the Recovery Space (addictions group) distressed, she’s crying, and you can’t tell if she’s under the influence of drugs or alcohol. The Project Worker is busy with another woman+ so you must respond. We’d like to know:

(max 250 words)

1. **How would you respond to the woman+ in the moment?**
2. **What would you want to know about the woman?**
3. **What (if any) action would you take?**

**Referees**

One Referee should be your present, or most recent employer for either paid or voluntary work. We would prefer two employer/voluntary referees but will accept one personal referee if that’s not possible. Referees should not be related to you.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Email Address |  |  |
| Telephone |  |  |
| Relationship with referee |  |  |

**Declaration**

The information contained in this application, to the best of my knowledge, is correct. (If you don’t have an electronic signature, please type your name below).

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

***"Everyone shines, given the right lighting."*** - [Susan Cain](http://www.thepowerofintroverts.com/sixteen-things-i-believe/)