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| **SOUTH AYRSHIRE WOMEN’S AID EMPLOYMENT APPLICATION FORM**  **Position Applied For: Outreach Support Worker** |

**SECTION A: PERSONAL INFORMATION**

(CONFIDENTIAL - This section will be removed for short listing purposes)

**1. Personal Details:**

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| **First Names**: | **Surname**: |
| **Address**:        **Postcode**: | |
| **Email Address**: | |
| **Telephone numbers**: | **Work**: |
| **Home**: | **Mobile**: |

**2. General:**

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| **Period of notice required by current employer**: | |
| **Are there any dates when you will be unavailable for interview? If so, please specify**: | |
| **Please give two referees, one of whom should be your present or most recent employer:** | |
| **Name**: | **Name**: |
| **Job Title**: | **Job Title**: |
| **Company**: | **Company**: |
| **Address**: | **Address**: |
| **Post Code**: | **Post Code**: |
| **Tel no**: | **Tel no**: |
| **Email Address**: | **Email Address**: |
| **Relationship to you**: | **Relationship to you**: |
| **May we contact them at this stage?**  **Yes**  **No** | **May we contact them at this stage?**  **Yes**  **No** |

**3. Requirements:**

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| If you have a disability, are there any specific facilities you would require at an interview if you were shortlisted?  **Yes**  **No**  If yes, please specify: |

**4. Right to Work in UK:**

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| **Are there any restrictions to your residence in the UK which might affect your right to take up employment?**  **Yes**  **No**  If yes, please provide details: |
| **If you are successful in your application, will you require a work permit prior to taking up employment?**  **Yes**  **No** |

**5. Data Protection Statement:**

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| The information that you provide on this form and that 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. 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 on this form 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 the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner’s Office. |

**6. Declaration:**

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| I declare that to the best of my knowledge and belief that the information given herein is correct and complete. I understand that SAWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to SAWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by SAWA, any medical reports or disclosure check. | |
| **Signed**: | **Date**: |

This post is subject to PVG Disclosure. Women only need apply. This post is covered by a Genuine Occupational Requirement (Schedule 9; Equality Act 2010).

South Ayrshire Women’s Aid is committed to quality, equality and valuing diversity. Scottish Charity No: SC002364

**SECTION B: EXPERIENCE, QUALIFICATIONS AND SKILLS**

(CONFIDENTIAL – This section will be used for shortlisting purposes)

**7. Experience:**

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**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |
| **If you are NOT currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying, or unemployed**: | |

Previous Experience:

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

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| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

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| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

Previous Experience (Continued):

|  |  |
| --- | --- |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

**Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.**

**8. Formal Educational, Technical & Professional Qualifications:**

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| **Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates**: |

**9. Personal Development:**

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| **Please give details of any other courses, memberships or voluntary work which you consider relevant to this application**: |

**Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.**

**10. Personal Statement:**

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| **Please detail why you are applying for this post and telling us what you understand about domestic abuse**: |

**Please insert a continuation sheet here, if necessary, numbering all printed pages clearly.**

**SECTION C: COMPETENCY APPLICATION:**

Please outline under each heading how your knowledge, skills and experiences meet those required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

**ESSENTIAL REQUIREMENTS**

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| **Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals.** |

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| **Ability to work on own initiative and as part of a team.** |

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| **Computer skills and have some experience of working with databases.** |

Understand the issues and support needs of women with experience of domestic abuse

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| **Understanding of a gendered analysis of domestic abuse and the impact on women, children and young people.** |

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| **Knowledge of Care Inspectorate and SSSC Codes of Practice.**    **Knowledge of Child protection procedures** |

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| **Hold current driving licence and have access to a car with business insurance.**    **Able to work flexibly including evenings and weekends if necessary.** |

**DESIRABLE REQUIREMENTS**

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| **Experience of providing individual support to women with experience of domestic abuse or other forms of violence against including safety planning.** |

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| **Experience of multi-agency work when providing services to vulnerable women.** |

Experience of providing clear information on a range of rights issues such as homeless information and benefits

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| **Recognised Qualification at SVQ level 3 or above.** |

**END**. **Thank you for taking the time to complete this application.**

Number of pages in your application:

**Please return your completed application form by:**

**Wednesday 10th November 2021**

**By post or email to:**

[**recruitment@sawamail.org.uk**](mailto:recruitment@sawamail.org.uk)

SAWA prefers typed or electronic applications. If your application is handwritten, please write legibly. If you submit your application by e-mail, you may choose to scan in your signature or alternatively indicate with your application that a signed hard copy of the relevant page will follow in the post.

We would appreciate it if you would also complete and return the Equal Opportunities Monitoring Form to assist us in monitoring our recruitment processes and the implementation of our Equal Opportunities Policy.

You are under no obligation to do so and your decision will not influence the recruitment process in any way.

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