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|  ROSS-SHIRE WOMEN’S AIDEMPLOYMENT APPLICATION FORM |

ROSSWALogo |

*Women only need apply as this post is Exempt under the Equality Act 2010 Schedule 9, Part 1 – occupational requirement*.

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| Position Applied For:  |

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:  |

1. 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: Postcode: | Address:Postcode: |
| 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 [ ]  |

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| 1. Are there any specific facilities you would require at an interview if you were shortlisted?

Yes [ ]  No [ ] If yes, please specify: |

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| 1. Right to Work in UK

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. Driving Licence – This role will require travel throughout Ross-shire.

Do you hold a full driving licence? Yes [ ]  No [ ]

Do you own or have access to a reliable vehicle? Yes [ ]  No [ ]

6. Professional Membership

Please give details of any professional membership including grade of membership and registration date or current SSSC registration number.

**7. Suitability to work for RWA – this role requires PVG membership and enhanced Disclosure**

Are you on the ‘Disqualified from Working with Children’ List Yes/No

Are you on the ‘Disqualified from Working with Vulnerable Adults’ List Yes/No

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| **8. Where did you hear of this vacancy?**  |

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| 9. Data Protection Statement: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 and to provide you with information about us or a third party via your payslip. 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 with the Data Protection Commissioner. |
| Declaration: I declare that to the best of my knowledge and belief the information given herein is correct and complete. I understand that RWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to RWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by RWA, any medical reports or disclosure check. |
| Signed: | Date: |

# SECTION B: EXPERIENCE, QUALIFICATIONS AND SKILLS

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

Experience: Please tell us about your current or most recent employment.

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

Please duplicate this sheet / continue on a separate sheet if necessary, numbering all printed pages clearly.

Formal Educational, Technical & Professional Qualifications:

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| Please provide details of the qualification, attainment level and dates: |  |

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 continue on a separate sheet if necessary, numbering all printed pages clearly.

Competency Application Form:

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| Please outline how your knowledge, skills and experiences meet those required for this role (as outlined in the Person Specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work). Please demonstrate how you satisfy all points in the person specification in the order they are listed, as it is against these points that candidates are short listed. |  |

Please continue on a separate sheet if necessary, numbering all printed pages clearly.

Personal Statement:

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| Please tell us why you are interested in this post and working for Women’s Aid in Ross-shire  |  |