

Application Form

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| Applicant No:  (Office Use Only) |  |

**For the post of:** Office & Administrative Coordinator

**To be returned to:** [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk)

**by:** Wednesday 14 June, 9am

# Section 1: Personal Details

|  |  |
| --- | --- |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? yes/no |
| Postcode: | Email address: |

# Section 2: Qualifications & Training (only those relevant to the post)

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| Qualification and/or training | Subject | Date |
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# Section 3: Present Employer

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| Name & address of employer: | Date commenced employment: | |
| Job title: | Notice required: | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | |

# Section 4: Previous Employment (list in date order, most recent first)

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| --- | --- | --- | --- | --- |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (add more fields or continue on a separate sheet if necessary). | | | | |
| **Dates** | | Name and address of employer | Job title and nature of work | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
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# Section 5: Relevant skills, experience & abilities

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| With reference to the job description and person specification, please outline how your work experience (including unpaid work) training, knowledge, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant. Your invitation to interview will be based on anonymised scoring of the information given in this application so please be explicit and give examples from your own practice where helpful, eg it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice. |
| **E1. Excellent understanding of, and support for, RCS’s values and principles which are based on an intersectional feminist, person-centred and trauma-focussed approach to gender-based violence (GBV)** |
| **E2. A good understanding of sexual violence and the impact on survivors.** |
| **E3. Experience of coordinating office and administration systems** |
| **E4. Experience of line management** |
| **E5. Experience of negotiating contracts** |
| **E6. Excellent understanding of confidentiality and GDPR requirements, in particular in the context of a support service** |
| **E7. Excellent understanding of health & safety in relation to office and hybrid working** |
| **E8. Excellent understanding of HR requirements, including relevant policies and procedures** |
| **E9. Proven ability to manage competing deadlines and an often reactive workload** |
| **E10. Ability to plan work and deliver objectives in a largely autonomous way – utilising support from colleagues and management.** |
| **E11. Essential skills required – Decision-making** |
| **E12. Essential skills required – Financial report writing** |
| **E13. Essential skills required – Written communication and verbal communication, including the handling of complex emotional conversations** |
| **E14. Essential skills required – Policy development and implementation** |
| **E15. Essential skills required – Risk management** |
| **E16. Essential skills required – Creative/adaptive thinking** |
| **D1. Desirable skills – knowledge of SAGE** |

# Section 6: References

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| Rape Crisis Scotland requires a minimum of 2 employment references to cover a three-year period – if necessary, please provide further referees covering the last 3 years. | | | |
| **Reference 1: Current / most recent employer** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email: | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |
| **Reference 2: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email: | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |
| **Reference 3: Previous employer / supervisor** (if applicable) | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |

# Section 7: Declaration

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| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.  I am aware that all offers of employment are subject to satisfactory references, a PVG check and are subject to confirmation of UK working entitlement.  This post is for women only under Schedule 9, Part 1 of the Equality Act 2010.  I realise that false information or omissions may lead to dismissal without notice.  Signature: (electronic signature is acceptable)  Date: |

# Privacy Notice

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| Rape Crisis Scotland is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently in line with our data protection policy. Please see the online privacy notice for further information <https://www.rapecrisisscotland.org.uk/privacy-policy/> |