

Application Form

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| Applicant No:  (Office Use Only) |  |

**For the post of: SWRC Advocacy Worker (part-time)**

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

**by:** 25th September 2023 at 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 Understanding of feminist analysis of gender based violence |
| E2 Understanding the impact of Gender Based Violence |
| E3 Knowledge of the civil or criminal justice process |
| E4 Understanding of the factors that may help or hinder engagement with the civil and criminal legal process |
| E5 Excellent support and communication skills |
| E6 Excellent organisational skills |
| E7 Skilled in use of IT e.g. for case notes, email, internet searches. |
| E8 Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. |
| E9 Experience of providing advocacy, crisis, emotional and practical support and information. |
| E10 Experience of multi-agency working at a case level |
| E11 Commitment to equality & diversity and anti-discriminatory practice |
| E12 Ability to work flexibly and to do evening /weekend work as required. |
| E13 Ability to meet the travel requirements of the post. |
| D1 Some knowledge of Scottish legislation, policy and government strategy in relation to GBV |
| D2 Understanding of independent advocacy principles |
| D3 Understanding of the legal options and remedies available to survivors of GBV |
| D4 Use of databases and online forms |
| D5 Experience of working with women who have experienced GBV |
| D6 Rape Crisis Scotland, Violence Against Women or Gender Based Violence training. |

# 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 our general privacy notice for further information <https://www.rapecrisisscotland.org.uk/privacy/> and our recruitment specific privacy notice at [https://www.rapecrisisscotland.org.uk/‌ recruitment-privacy-notice/](https://www.rapecrisisscotland.org.uk/recruitment-privacy-notice/). |