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Application Form

Women’s Aid Worker

Guidance Notes

Section 1 Personal Information

It is important that you complete all sections of this form. This includes:

* Your current post, if in employment.
* Any adjustments we may need to make if you were called to interview.
* Two referees, one of whom must be your current or last employer.
* Your legal right to work in the UK.
* Professional Memberships.
* Ability to drive for the purposes of work.
* Declaration of female sex.

North Ayrshire Women’s Aid is exempt under the Equality Act 2010 Schedule 9 Paragraph 1 and therefore because of the core nature of its work, only employs individuals assigned female at birth.

Section 1 also includes the NAWA Data Protection statement. Please read and then sign the document before submitting your application form. An electronic signature is sufficient.

Section 2

Section 2 asks that you highlight any formal qualifications you have gained and any work-based training you have experienced. If you have a professional qualification such as an SVQ, HNC, a degree or nursing qualification. You do not need to state your school qualification if you have left school.

Section 2.3 provides an opportunity for you to highlight any other experiences such as volunteering that you feel may be helpful for us to consider for your suitability for this post.

Section 3

Section 3 requires you to tell us of your previous work experience starting with your current employment. It is important that you leave no gaps in employment and so for example, if you have taken some time away from work for family reasons or to study you should state this. In relation to key responsibilities and duties, this should be well detailed for your current post and the more recent employment you have had. For employment that dates further back you can choose to highlight only the key duties and responsibilities that you deem relevant.

Section 4 Essential Criteria

Section 4 provides you with an opportunity to consider the essential criteria set by NAWA and to match your experiences, both professional and personal, to the criteria. You are encouraged to give examples using the STARR approach (Situation, Task Action, Result, Reflection). It is good to remember that not all of the examples used require to be success stories. It is key to demonstrate how you reacted, reflected, and learned from some of your challenges.

SECTION 1: PERSONAL INFORMATION

1.1 Personal Details:

|  |  |
| --- | --- |
| First Names: | Surname: |
| Address: | |
| Post Code | |
| Email Address: | |
| Telephone numbers: | Work: |
| Home: | Mobile: |

1.2. General:

|  |  |
| --- | --- |
| Current Post Title: | |
| Period of notice required by current employer: | |
| 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: | Email: |
| Relationship to you: | Relationship to you: |
| May we contact them at this stage?  YES / NO (please delete as applicable) | May we contact them at this stage?  YES / NO (please delete as applicable) |

1.3. 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 (please delete as applicable)  If YES, please provide details: |

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| If you are successful in your application, will you require a work permit prior to taking up employment? YES / NO (please delete as applicable) |

1.4. Professional Membership

|  |  |
| --- | --- |
| Are you a member of the SSSC? | If YES enter Number - |
| Are you part of the PVG Scheme? | If YES enter Number - |

1.5 Ability to Drive

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| --- | --- |
| Do you hold a UK driving licence | YES / NO (please delete as applicable) |
| Do you have any Penalty Points | Details: |

1.6 Single Sex Exemption

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| --- | --- |
| I confirm that I am of female sex and declare, to the best of my knowledge and belief the information given in this form is correct and complete. | |
| Signed: | Date: |

1.7. 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 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:

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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 NAWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to NAWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by NAWA any medical reports or disclosure check. | |
| Signed: | Date: |

SECTION 2: QUALIFICATIONS AND LEARNING

2.1 Formal Qualification

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| Do you have an SVQ Level 3 or equivalent? | YES / NO (please delete as applicable) |
| Award Body | Year Awarded |

2.2 Other Relevant Qualifications

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| --- | --- | --- |
| Qualification/Course | Awarded By | Year Gained |
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2.3 Additional learning and skills developed.

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| Please provide details. |

Section 3. Employment History

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: | |

3.2 Previous Experience:

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| --- | --- | --- | --- | --- |
| Employer | Role | From | To | Reason for Leaving |
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| Summary of additional skills and experience |
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Section 4: Essential Criteria

Please use this space to provide your evidence against the Essential Criterion listed in the advert. You may wish to use the STARR approach (Situation, Task, Action, Result, Reflection). (300-word limit)

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| Please describe a time when you have experienced or witnessed discrimination and detail your actions in response to this.  (Situation, Task, Action, Result, Reflection). (300-word limit) |
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| Please tell us of your experience working with individuals or groups who present with complex needs.  (Situation, Task, Action, Result, Reflection). (300-word limit) |
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| Demonstrate ways in which you have gathered information, prepared and written reports which have provided evidence of success either for an individual or organisation.  (Situation, Task, Action, Result, Reflection). (300-word limit) |
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| Please demonstrate an occasion when you used your own initiative to ensure that an aspect of your service was delivered.  (Situation, Task, Action, Result, Reflection). (300-word limit) |
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| Please describe a situation in which you have worked in partnership with other agencies to ensure a positive outcome for individuals.  (Situation, Task, Action, Result, Reflection) (300 -word limit) |
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