

Application Form

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| Applicant No:  (Office Use Only) |  |

**For the post of:** NAS Coordinator

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

**by:** 9am on Tuesday 24th June

# 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. Please give details of anything relevant to the post, although please note that qualifications are not an essential requirement of this 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 **meet each of the essential and desirable person specification points**.   We value voluntary and paid experiences equally and recognise that people bring a range of skills beyond formal work experience or qualifications, so if you think you’d be a good fit for the job then please apply. Training and professional development opportunities will be available to the successful applicant.  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: Good understanding of, and support for, RCS’ values and principles which are based on an intersectional feminist, person-centred and trauma-focused approach to gender-based violence |
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| E2. Good understanding of the societal, political, emotional, and legal context within which gender-based violence occurs. This includes a recognition of the intersecting inequalities that shape violence and the experiences of survivors from diverse communities including Black and minority ethnic, LGBT, disabled, remote, and rural communities |
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| E3. Experience of providing advocacy support to survivors of sexual violence and/or other forms of trauma, with an excellent understanding of case management, boundaries and safeguarding those at risk of harm |
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| E4. Knowledge and understanding of trauma, and the impacts of sexual violence |
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| E5. Experience of working collaboratively and diplomatically with external agencies, with a proven ability to confidently and professionally communicate with a wide range of stakeholders both verbally and in writing |
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| E6. Comprehensive knowledge of the Scottish Criminal Justice System, legislation, policy, and government strategy in relation to rape and sexual violence |
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| E7. Confident with IT systems such as Microsoft software packages and online platforms |
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| E8. Monitoring, evaluation, data analysis, and report writing skills |
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| E9. Proven ability to plan work and manage competing deadlines and priorities, delivering objectives in a largely autonomous way – utilising support from colleagues and management where needed |
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| E10. Good understanding of confidentiality and data protection requirements |
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| Desirable criteria: Please use this space to tell us if and how you meet any of the desirable points in the person specification. |
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# Section 6: References

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| Rape Crisis Scotland requires a minimum of 2 employment or volunteering references (from different employers or organisations) to cover at least a 3 year period. Where your 2 most recent references do not cover a 3 year period, please provide further referees covering the last 3 years. If you have any difficulty with this (for example if you haven’t been employed or involved in volunteering during this period) please contact us to discuss. | | | |
| **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 and was not generated by the use of AI technology.  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/typed 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/>  and our recruitment specific privacy notice at [https://www.rapecrisisscotland.org.uk/‌ recruitment-privacy-notice/](https://www.rapecrisisscotland.org.uk/recruitment-privacy-notice/) |