

Application Form

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| Applicant No:  (Office Use Only) |  |

Please note: you should not use AI (Artificial Intelligence) tools or technologies to complete this application form. Answers to the sections below should be written by you, in your own words.

**For the post of:** Knowledge & Impact Coordinator

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

**by:** Monday, 30 June 2025 at 12noon

# 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 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. 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 answer all questions, be explicit and give examples from your own practice where helpful. 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’s values and principles which are based on an intersectional feminist, person-centred and trauma-focussed approach to gender-based violence. |
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| E2 Ability to provide support and training to others to enable them to understand, access and use digital systems effectively |
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| E3 Creative and analytic approaches to data storytelling which can contribute to our work to end sexual violence |
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| E4 Ability to communicate complex ideas accessibly to a range of audiences |
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| E5 Ability to maintain and develop digital platforms in line with the needs of users |
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| E6 Good understanding of data protection and the General Data Protection Regulation |
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| E7 Data analysis methods and techniques |
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| E8 Experience of using content management systems |
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| E9 Creative/adaptive thinking |
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| E10 Self-motivation and ability to take initiative |
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| D1 Relevant qualification(s) or training |
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| D2 Good understanding of the context within which gender-based violence occurs (for example the societal, political and legal context). This includes a recognition of the intersecting inequalities that shape violence and the experiences of survivors from diverse communities including Black and minoritised, LGBT, disabled, remote, and rural communities. |
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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 / volunteer coordinator** | | | |
| 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 / volunteer coordinator** | | | |
| 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/volunteer coordinator** (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 further certify that have not used any AI tools or technologies to complete this application form.  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/). |