|  |  |
| --- | --- |
| JOB APPLIED FOR: | LOCATION: |
|  **RASASC Independent Sexual Violence Adviser**  | **Surrey – based in Guildford covering Surrey** |
| **Number of hours per week: 35 hours or 28 please specify** |  |
| **Where did you see this post advertised?** |  |

|  |  |
| --- | --- |
| PERSONAL DETAILS |  |
| **First Names**  | **Gender**  Female [ ]  Male [ ]  Non Binary [ ]  Other [ ]  Prefer not to say [ ]  |
| **Surname**  | **Telephone**  |
| **Address**   | **Home**  |
|  | **Work**  |
|  | **Mobile**  |
| **Postcode**  | **Email:**   |
| **National Insurance No** |  |
| **Do you require a work permit to work in the UK?** | **Yes** **[ ]  No** **[ ]  Expiry Date:**  |
| **Do you require a visa to work in the UK?** | **Yes** **[ ]  No** **[ ]**  |
| **If required, do you hold a valid visa?** | **Yes** **[ ]  No** **[ ]  Expiry Date:** |
| **If yes, please state the type of visa?** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EDUCATION

|  |  |
| --- | --- |
| **ACADEMIC QUALIFICATIONS** |  |
| **(Where and when gained starting with the most recent)** | **Date** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Presentation of original certificates will be required on appointment |

|  |  |  |  |
| --- | --- | --- | --- |
| FURTHER EDUCATION Please give details of any courses currently being undertaken

|  |
| --- |
|  |

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND QUALIFICATIONS RELEVANT TO YOUR APPLICATION Please give status and expiry date

|  |
| --- |
|  |

OTHER TRAINING Please give details of any other relevant training received, skills or courses you have undertaken

|  |
| --- |
|  |

  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| CURRENT OR MOST RECENT EMPLOYER |
| Name and address: |
| Dates employed: | From: |  | To: |  |
| Position(s) held: |  |
| Brief Description of duties: |
| Reason for leaving: |  | Annual salary: |  |
| Period of notice: |  |

EMPLOMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER’S NAME & ADDRESS** | **JOB TITLE** | **REASON FOR LEAVING** | **DATES EMPLOYED** |
|  |  |  | **From --/--/--** | **To --/--/--** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PLEASE GIVE DETAILS OF ANY GAPS IN CAREER HISTORY |

|  |  |
| --- | --- |
| **DEMONSTRATION OF YOUR SUITABILITY FOR THE ROLE**Please indicate briefly why you are applying for this job. You should highlight here any particular skills and previous experience you have that are suitable for this role and provide clear examples of these against the competencies/skills listed. **WORD limit is 250 maximum for each competency/skill and the WORD limit for knowledge, skills and experience is 400**. When doing so, you should remind yourself of the key knowledge and skills required for the job as detailed in the job description.

|  |
| --- |
| **Knowledge, skills and experience (400 word limit)****Organisational skills (250 word limit)****Interpersonal skills – communication (250 word limit)****Safeguarding and working with vulnerable people (250 word limit)****Dealing with confidential information (250 word limit)** **Working independently and part of team (250 word limit)** |

  |

|  |
| --- |
| REFERENCESPlease provide full contact details of two work related references, one of which must be your current employer, or if not currently employed, your most recent employer. References for shortlisted candidates may be taken up before interview unless you request otherwise. All offers of employment are conditional and subject to pre-employment checks, including Enhanced DBS where required. |
| **Name**  | **Name**  |
| **Job Title**  | **Job Title**  |
| **Employer Name & Address**  | **Employer Name & Address**  |
|  |  |
|  |  |
| **Tel No**  | **Tel No**  |
| **Fax No**  | **Fax No**  |
| **Email**  | **Email**  |
| **Relationship**  | **Relationship**  |
| **May reference be taken up before interview?**YES/NO | **May reference be taken up before interview?**YES/NO |

|  |
| --- |
| **Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975**  |
| **Name: Post Ref:** |
| Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become ‘spent’. This does **not** apply to certain posts that are required to have CRB disclosure. **For posts that require DBS check** Due to the nature of the work for which you are applying. This means that you MUSTanswer the following questions about current and all previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction. Please delete as necessary: -  |
| 1. Have you ever been cautioned, or convicted of any criminal offence? [ ]  Yes

If yes, please give details of the Caution(s) or conviction(s) and date(s) [ ]  No |
| 1. Have you been charged with any offence, which has not yet been brought to trial? [ ]  Yes

If yes, please give details of the charge and the date of the hearing (if known): [ ]  No |
| Please tick the box below to confirm your consent to an Enhanced Level Disclosure and Barring Scheme check and that you understand that failure to reveal information that is directly relevant to the position will lead to the withdrawal of any conditional offer of employment or subsequent dismissal at a later date. |
| I consent to an Enhanced Level DBS [ ]  |

**Please note that this form can be submitted electronically (without signature) but if you are short-listed and attend interview you will be required to bring a signed copy of the application form with you on the day.**

**Please return completed application forms to Liz Joyce at** admin@rasasc-guildford.org

**Applications must be received by Friday 12th September at 12 noon**

Click