**Job Application Form**

***Data Protection***

*We will keep the information you provide us with for recruitment purposes and nothing else. After 6 months of the post being filled, the information you have provided will be destroyed.*

**Post you are applying for:**

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| **Office Co-ordinator**  **Full time/35 hours per week** |

**Contact details:**

|  |
| --- |
| Name: |
|  |
| Address: |
|  |
| Postcode: |
| E-mail: |
|  |
| Telephone (daytime): |
| Telephone (evening): |
|  |
| Preferred method of contact (if applicable): |

**References:**

Please give the details of two people who can provide references for you. One of these should be your current or if out of work your previous employer. If this is inappropriate or not possible, please explain why and provide alternative reference(s).

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
|  |  |
| Address: | Address: |
|  |  |
|  |  |
| Postcode: | Postcode: |
| E-mail: | E-mail: |
|  |  |
| Telephone (day): | Telephone (day): |
| Telephone (evening): | Telephone (evening): |
| How do you know this person? | How do you know this person? |
|  |  |
| May we contact this person before appointment? | May we contact this person before appointment? |

**Reasonable adjustments:**

The selection process consists of this form and an interview. Do you need any adjustments to be able to participate in this process? If so, please specify:

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**Criminal offences and safeguarding children and vulnerable adults**

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and may be subject to a Disclosure and Barring Service (DBS) check. This means that you should provide information about all previous convictions, including those that are spent. Failure to disclose relevant information below could lead to Support After Rape & Sexual Violence Leeds (SARSVL) withdrawing an offer of employment.

The information you provide here will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with SARSVL. In making a decision, we will carefully consider any conviction’s relevance to the appointment.

**Have you at any time been convicted of a criminal offence?** Yes / No

**Have you been restricted from working with children or vulnerable adults?** Yes / No

**If the answer to either or both of these questions is ‘yes’, please give details:**

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***Sheet 1 and Sheet 2 will be detached before your application form is submitted to the short-listing panel.*Employment experience:**

|  |
| --- |
| Name of current or most recent employer: |
| Date appointed: Date of leaving (if applicable): |
| Job title: |
| Main duties, responsibilities & achievements: |
| Reason for leaving (if applicable): |

Please list other previous employment, including any relevant unpaid work, starting with the most recent. Please explain any gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Post held | Dates | | Main duties |
| From: | To: |
|  |  |  |  |  |

*You may expand this box / continue onto an extra page if necessary.*

**Education & qualifications:**

|  |  |  |
| --- | --- | --- |
| School/college/institution | Dates from & to | Course attended and/or qualification gained |
|  |  |  |

*You may expand this box / continue on a separate sheet if necessary.*

**Information in support of your application:**

Use this space to provide any information relevant to your application. Please take care to refer to the job description and person specification provided to tell us about your relevant experience, knowledge, skills and attributes, using examples wherever possible. You may continue on additional sheets if required but please ensure your answer to this question is no longer than three A4 sides in total, in no smaller than pt. 12 font size. The information you give here will be used in the short-listing process. If you are applying individually or with a colleague to carry out this role as part of a job share, please explain this here.

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\*Please sign the declaration in order to complete your application\*

Declaration:

I confirm that all of the information I have provided on this form is correct to the best of my knowledge. I understand that, if I am appointed to this post and it is subsequently discovered that I have willfully or neglectfully given false information, I may be liable to instant dismissal. I can confirm I am eligible to work within the UK.

Signature: Date:

*Please note: An electronic signature is acceptable.*

Finally, if you are happy to, please tell us where you found out about this vacancy. This information is for our internal use only and will help us with future recruitments:

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**Return this application form via e-mail to** [**info@sarsvl.org.uk**](mailto:info@sarsvl.org.uk) **by 9am on Monday 13th July to be considered for this post. Please note, late applications cannot be considered.**