**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 deleted and securely shredded.

Pages 1 and 2 below (all info up to ‘Employment experience’), and your signed Declaration at the end, will be removed from your application before it is sent on to the panel for shortlisting.

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| Post you are applying for:  **Independent Sexual Violence Advocacy (ISVA) Service Manager**  **35 hours per week (full-time)** |

**Contact details:**

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| --- |
| Name: |
|  |
| Address incl. postcode: |
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|  |
| 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 a current or previous employer. If this is inappropriate or not possible, please explain why and provide an alternative appropriate reference. References should not be related to you (including family, partners or anyone you currently live with).

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
|  |  |
| Address incl. postcode: | Address incl. 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 fully in this process? If so, please tell us more:

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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 is subject to a Disclosure and Barring Service (DBS) check. This means 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 and 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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**Work experience:**

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| 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 significant gaps if this feels comfortable.

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

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

**Education & relevant qualifications:**

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

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

**Information in support of your application:**

Use this space to tell us why you’re a good candidate for this job. This is the main information we will use when shortlisting, so please take care to refer to the person specification provided to tell us about your relevant experience, knowledge, skills and attributes, using examples wherever possible. It is also helpful to us if you can use sub-headings and/or address the points on the person spec in the order they are listed.

You may continue on extra sheets if needed but please make sure your answer to this question is no longer than four A4 sides in total, in no smaller than pt. 12 font size.

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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 at the time of submission. I understand that, if I am appointed to this post and it is later discovered that I have willfully or neglectfully given false information, I may be liable to instant dismissal. I confirm I am eligible to work in 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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**Please return this completed application form to** [**info@sarsvl.org.uk**](mailto:info@sarsvl.org.uk) **by 9am on Wednesday 8 October 2025 to be considered for this post.**

We cannot accept applications that come in any later than this.

If you have any questions about or difficulty with completing this form, you can contact [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk) at any point before the deadline. Please be aware we might not be able to respond to you immediately.