STOP DOMESTIC ABUSE

Application for Employment

JOB APPLIED FOR:	LOCATION:
Reference No:	
Where did you see this post advertised?	

PERSONAL DETAILS

Gender		**Title**
First Names		
Surname		
Address		
Postcode		

Contact Details	**Preferred contact method**
Home	☐
Work	☐
Mobile	☐
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?		

Stop Domestic Abuse is the Trading Name of Southern Domestic Abuse Service
Registered Charity No. 1146773
Po Box 53 Havant PO9 1UA

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info@stopdomesticabuse.uk
www.stopdomesticabuse.uk

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

Previous Employment

EMPLOYER'S NAME & ADDRESS	JOB TITLE	REASON FOR LEAVING	Dates From	Dates To

PLEASE GIVE DETAILS OF ANY GAPS IN CAREER HISTORY

DEMONSTRATION OF YOUR SUITABILITY FOR THE ROLE

Please indicate briefly (**no more than 1500 words**) 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. When doing so, you should remind yourself of the key knowledge and skills required for the job as detailed in the job description and person specification.

Please continue on a separate sheet if necessary

EDUCATION

ACADEMIC QUALIFICATIONS		
(degrees, A-levels, GCSEs – 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

REFERENCES

Please 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 references satisfactory to Stop Domestic Abuse and pre-employment checks, including Enhanced Criminal Records Bureau disclosure where required.

Please do not give friends or relatives. Please note Stop Domestic Abuse reserves the right to contact any of your past employers.

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

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 disclosure

Due to the nature of the work for which you are applying. This means that you **MUST** answer 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. Disclosure of a criminal record will not exclude you from the appointment unless Stop Domestic Abuse considers that the conviction renders you unsuitable.
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

2. 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 Service 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 disclosure ☐

OTHER QUESTIONS

Please give any dates over the coming weeks when you will be unavailable for interview

Do you have a current driving licence? Yes ☐ No ☐

Do you have use of a car during working hours? Yes ☐ No ☐

Please delete as applicable

1. I certify to the best of my knowledge and belief, I am not related, or a relationship with any employee or member of the Management Committee of Stop Domestic Abuse.
2. I declare that I am related to, or in a relationship with, the following employee or member of The Management Committee of Stop Domestic Abuse.

Name_____

Position_____ Relationship _____

Declaration of conflict of interest

Please delete as applicable

I declare that there are no potential conflicts of interest (e.g. links with employee's, or in connection concerning direct contact with Stop Domestic Abuse if I was offered a contract of employment with Stop Domestic Abuse.

I declare that there is a potential conflict of interest if I was offered a contract of employment with Stop Domestic Abuse

(Please provide details on a separate piece of paper.)

Are you involved with any other organisations in a paid or voluntary capacity? Yes ☐ No ☐

If yes, please give details

NOTE

If any particulars given by you are found to be false, or if you wilfully omit or suppress any information or facts directly relevant to the position this may lead to the withdrawal of the offer of employment or the subsequent termination of employment. Any canvassing, direct or indirect, for appointments or contracts with Stop Domestic Abuse is strictly prohibited and will disqualify candidates.

DECLARATION

In accordance with the EU General Data Protection Regulation and Data Protection Act 2018, I give consent for the information contained in this form to be processed in line with Stop Domestic Abuse recruitment and employment practices. I understand that, if I am appointed, this application form will become part of my personal file and that, if I am not appointed, it will be stored for 12 months from the closing date of the job advert and then destroyed. I have received, read and understood the separate Privacy Statement for Job Applicants.

I declare that to the best of my knowledge and belief the information given is correct. I understand that Stop Domestic Abuse reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given is inaccurate or misleading in any way. Any job offer is conditional upon satisfactory references, a satisfactory DBS check (if specified in the job description) and, if required by Stop Domestic Abuse, any medical reports.

Signed. Date Click here to enter a date.

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.

EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT *(Please tick appropriate box)*

Date of Birth Age

Are you Male ☐ Female ☐ Do you consider yourself transgender? Yes ☐ No ☐

Do you wish to apply for this post on a job share basis? Yes ☐ No ☐

Do you have a disability? Yes ☐ No ☐ If yes please specify

What special adaptations might you need to carry out the job/ attend for interview?

Ethnic Origin

Please Note this page is not given to the interview panel, although it is necessary for monitoring purposes.

How would you describe your ethnic origin?

A) White British ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Other Please State	B) Mixed ☐White & Black Caribbean ☐White & Black African ☐White Asian ☐Any other mixed background Please State
C) Asian or Asian British ☐Indian ☐ Any other Asian Back-ground ☐Pakistani Please State ☐Bangladeshi	D) Black or Black British ☐Caribbean ☐Any other Black Back-ground ☐African Please State:
A) Chinese or other ethnic group ☐Chinese Any other background Please state	F) ☐ **I do not wish to give this information**

What is your sexual orientation?

Bisexual ☐ Gay man ☐ Gay woman/lesbian ☐
Heterosexual/straight ☐ Other ☐ Prefer not to say ☐

i) Religion

None ☐ Christian☐ *(Inc Church of England, Catholic, Protestant and all other Christian denominations)*
Buddhist ☐ Hindu ☐ Muslim ☐ Sikh ☐ Jewish ☐ Other ☐ Please state

I do not wish to give this information

ii) How did you find out about this job?

Newspaper ☐ Job Centre ☐ Word of Mouth ☐ Other ☐
Please specify