



East Ayrshire Women's Aid Job Application Form

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Position Applied for:

Date of Application:

SECTION A: PERSONAL INFORMATION

(CONFIDENTIAL - This section will be removed for short-listing purposes)

1. Personal Details:

Initials:	Surname
Address:	
Postcode:	
Email Address:	Mobile Number:

2. General:

Current post title (if in employment):

Period of notice required by current employer:

Are there any adjustments that East Ayrshire Women's Aid should make, should you be invited to interview?

Yes No Details:

Are there any restrictions to your residence in the UK, which might affect your right to work in the UK?

Yes No

If yes, please give details:

If you are successful in your application will you require a work permit prior to taking up employment?

How did you find out about the post?

Please provide 2 referees, one of whom should be your present or most recent employer:

Referee 1

Name:

Job Title:

Name of Organisation:

Address:

Postcode:

Telephone:

Email:

Relationship to you:

Can we contact them at this stage:

Yes

No

Referee 2

Name:

Job Title:

Name of Organisation:

Address:

Postcode:

Telephone:

Email:

Relationship to you:

Can we contact them at this stage:

Yes

No

3. Data Protection Statement:

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected on this form with third parties or with other information held by us. We may also use or pass to certain third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

4. Declaration:

I declare that to the best of my knowledge and belief that the information given herein is correct and complete. I understand that EAWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided to EAWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by EAWA, any medical reports or PVG check.

Signed:

Date:

East Ayrshire Women's Aid strives to be an Equal Opportunities Employer. All Women's Aid work involves direct contact with women in fear of male violence. Women only need apply: Equality Act 2010, Work Occupational Requirement Exception (Schedule 9, paragraph 1).

SECTION B: EXPERIENCE, QUALIFICATIONS AND SKILLS

(CONFIDENTIAL – This section will be used for short-listing purposes)

5 . Current or Most Recent Employment

Please tell us about your current or most recent employment.

Employer:

Start Date:

Address:

End Date (if applicable):

Job Title:

Salary:

Brief Outline of Duties, Responsibilities and Key Achievements:

Reason(s) for leaving:

6 . Previous Employment:

Employer:

Start Date:

Address:

End Date:

Job Title:

Salary:

Brief Outline of Duties, Responsibilities and Key Achievements:

Reason(s) for leaving:



Employer:

Start Date:

Address:

End Date:

Job Title:

Salary:

Brief Outline of Duties, Responsibilities and Key Achievements:

Reason(s) for leaving:

Employer:

Start Date:

Address:

End Date:

Job Title:

Salary:

Brief Outline of Duties, Responsibilities and Key Achievements:

Reason(s) for leaving:

Please continue on a blank page if necessary clearly showing the page and section number

7. Formal Educational, Technical & Professional Qualifications:

Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates:

8. Personal Development:

Please give details of any other courses, memberships or voluntary work which you consider relevant to this application:

Please continue on a separate sheet if necessary, clearly showing the page and section numbers

9 . Professional Membership

Please give details of any professional membership including grade of membership and registration date or current SSSC registration number.

(Please note East Ayrshire Women's Aid will check details against SSSC registers)

10 . East Ayrshire Women's Aid is a feminist organisation. What is your knowledge and commitment to a feminist analysis of domestic abuse? (Maximum of 500 words).

11. What, in your opinion, are the major issues involved in the abuse of women, children and young people? (Maximum of 500 words).

12. Using the person specification, how do your skills, experience and abilities relate to this post. Please ensure that you address all the points in the person specification as it is against these points that applicants are short-listed. You may include paid employment, voluntary or unpaid work.

Please continue on a separate sheet if necessary, clearly showing the page and section numbers