# **hematgryffe logo (2)**

**APPLICATION FORM**

**Personal Information**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. Please also contact us if you need the application form in an alternative format.

You may complete this form in your own handwriting or in typescript. Please use black or dark blue ink to ensure that we can scan the completed form and photocopy it if required.

|  |
| --- |
| **Womens Domestic Abuse Community Worker** |

|  |  |  |
| --- | --- | --- |
| **PERSONAL** | | |
| **First Name** |  | |
| **Surname** |  | |
| **Are you known by any other name** |  | |
| **Address** |  | |
|  | |
|  | |
| **Postcode:** | |
| **Phone** |  | |
| **Email** |  | |
| **Where did you see the post advertised?** |  | |
| **If offered the post, when could you start?** | |  |

**SSSC INFORMATION**

|  |  |
| --- | --- |
| **Are you registered with the SSSC?** | **Yes or No (Please circle**) |
| **If Yes, in what capacity?** |  |
| **What is your registration number** |  |

**PVG INFORMATION**

|  |  |
| --- | --- |
| **Are you currently a PVG Scheme Member** | **Yes or No (Please circle)** |
| **If you are a member, is this for**  **Adults, Children or both** | **Adults/Children/Both (please circle)** |

**ADDITIONAL INFORMATION**

**APPLICATION FORM**

You must complete an application form and submit this within the advertised timescale. Late applications will not be accepted.

**SELECTION FOR INTERVIEW**

The answers you provide in this application form will help us to judge who to invite for interview. If you are successful at the application stage you will be invited to attend an interview at Flat 0/1 24 Willowbank Street, Glasgow, G3 6LZ.

**PRE-EMPLOYMENT CHECKS**

If you are successful at interview and we make a conditional offer of employment you must successfully complete pre-employment checks and a PVG check to progress to an unconditional offer of employment. This post is subject to **Adult PVG Scheme check** as you will carry out regulated work with protected adults.

**PROOF OF QUALIFICATIONS**

You will also be required to provide proof of your qualifications

**RIGHT TO WORK IN THE UK**

You will require to evidence your right to work in the UK if you are offered a position.

There are no nationality restrictions on who we employ. However, you must check whether there are any restrictions on your stay or on your freedom to take or change employment in the United Kingdom before you apply for a post. If you are not eligible to work in the UK then we are unable to consider your application.

**DATA PROTECTION**

Under the UK General Data Protection Regulation and the Data Protection Act 2018, information provided by you will be processed and stored for employment purposes. More information about how we use your personal data and about your data protection rights are found in our privacy notice.

**DECLARATION**

I confirm that to the best of my knowledge the information I have provided in this application form is complete and accurate and I accept providing false information could result in any interview or offer of employment being withdrawn or if I am appointed may lead to dismissal.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**SUBMISSION OF APPLICATION**

Please complete this form and return it by e-mail or post by 5pm on Wednesday 30 April 2025 to

FAO Recruitment

Hemat Gryffe Women’s Aid

Flat 0/1, 24 Willowbank Street

Glasgow G3 6LZ

**Email:** [**recruitment@hematgryffe.org.uk**](mailto:recruitment@hematgryffe.org.uk) **The information in sections 1 – 3 will be used for short listing purposes and will be seen by all those involved in the selection process.**

**Section 1: Education and Training**

Please refer to the job description for information in relation to the qualification relevant to this position.

|  |  |  |
| --- | --- | --- |
| **Education and Training Qualification(s)** | **Name of Establishment** | **Date**  **(From – To)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Please provide us with details of your most recent continued professional development & training undertaken** | **Name of Establishment** | **Date**  **(From – To)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Have you completed a SVQ previously? If yes please provide the name the qualification achieved, date and training provider below.** | **Yes** | **No** |
|  | | |

**Section 2: Employment History**

Start with your present or most recent employer. Complete in chronological order, including part time and voluntary employment. Also including explanations for periods not in employment or in training/education and your reasons for leaving.

|  |  |  |
| --- | --- | --- |
| **Date (From - To)** | **Name & Address of employer; job title and pay.** | **Short description of duties** |
|  |  |  |

**Section 3: Supporting Information**

Referring to the specific requirements of the Job Description & Person Specification, please tell us why you applied for this job and why you think you are the best person for the job. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title as the selection panel will not be able to make assumptions based on this information alone. Please give examples of how you meet the essential and desirable criteria outlined in the person specification.

It is helpful if you explain how you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result; When you learned the skills or knowledge? How often you used the skill or knowledge? (*Use a separate sheet of paper if necessary)*

|  |
| --- |
| **Experience of providing support to women** |
|  |
| **Outline any experience of community based support work** |
|  |
| **What is your knowledge and understanding of domestic abuse, forced marriage and honour based abuse** |
|  |

|  |
| --- |
| **What is your understanding of child protection and adult support and protection** |
|  |
| **Describe your experience and understanding of carrying out risk assessments and safety planning** |
|  |
| **Describe your experience and knowledge of welfare benefits, homelessness and housing** |
|  |
| **Describe your ability to work at your own initiative and part as a team** |
|  |

|  |
| --- |
| **What is your experience and knowledge of partnership working** |
|  |
| **What is your knowledge and understanding of Equality, Diversity and Inclusion?** |
|  |

**OTHER INFORMATION**

|  |
| --- |
| **Do you speak a language other than English?** |
|  |
| **Are you involved in a disciplinary or grievance procedure or any live formal warnings?** |
|  |
| **Give details of family, close relationships to existing employees or board members of Hemat Gryffe.** |
|  |
| **Do you need a work permit to work in the UK? Yes/No (please provide details)** |
|  |
| **Are there any dates you will not be available for interview?** |
|  |
| **When can you start working with us?** |
|  |

**Section 4: Referees**

Please give the name and address of two referees. One reference must be from your current or most recent employer. References will not be accepted from relatives or friends.

*We will not ask your current employer until we get your permission*.

|  |  |  |
| --- | --- | --- |
| **1** | **Name** |  |
| **Address** |  |
|  |  |
|  |  |
| **Daytime telephone number:** | |
| **Email address:** | |
| **In what capacity do you know this person? :** | |
| **2** | **Name** |  |
| **Address** |  |
|  |  |
|  |  |
| **Daytime telephone number:** | |
| **Email address:** | |
| **In what capacity do you know this person?** : | |

**Section 5: Self Declaration Form and disclosure check**

This post will require completion of a **Self-Declaration Form** and the appropriate level of **PVG Disclosure Record.** Disclosure checks will only be requested for those applicants that we wish to appoint.

(i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self-Declaration Form.” This Self Declaration Form will only be opened if you are offered and accept the role.

**Please Tick**

(ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

**Please Tick**