# hematgryffe logo (2)

**Application Form**

**If handwriting,** please use black ink and write in block capitals.

**Post Applied For: Womens Refuge & Follow on Worker**

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| **PERSONAL DETAILS** |
| **First Name** |  |
| **Surname** |  |
| **Are you known by any other name** |  |
| **Address** |  |
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|  |
| **Postcode:** |
| **Phone** |  |
| **Email** |  |
| **Where did you see the post advertised?** |  |
| **If offered the post, when could you start?** |  |
| Are you registered with the SSSC? **Yes/No** *(Delete as appropriate)*If so in what capacity? What is your registration number? \_\_\_\_\_\_\_\_Are you currently a PVG Scheme member? **Yes/No**  (*Delete as appropriate)*If so are you a member for? **vulnerable adults/children or both**  (*Delete as appropriate* |

**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**

(proof will be required from the successful candidate).

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

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| **Education and Training Qualification(s)** | Name of Establishment | Date**(From – To)** |
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| **Please provide us with details of your most recent continued professional development & training undertaken**  | Name of Establishment | Date**(From – To)** |
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| **Have you completed a SVQ previously? If yes please provide the name the qualification achieved, date and training provider below.** | **Yes** | **No** |
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**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.

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

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| **Describe your experience of providing support to women.** |
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| **Describe your knowledge and understanding of the impact of domestic abuse, forced marriage and honour basd abuse on women from Asian, Black and Minority Ethnic communities.** |
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| **Please tell us what languages you speak other than English?** |
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| **Are you involved in a disciplinary or grievance procedure or any live formal warnings?**  |
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| **Give details of family, close relationships to existing employees or board members of Hemat Gryffe.** |
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| **If you have a disability, are there any reasonable adjustments we can make to help you in your application or with our recruitment process?** |
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| **Do you need a work permit to work in the UK? Yes/No (please provide details)** |
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| **Are there any dates you will not be available for interview?** |
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| **When can you start working for us?** |
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| **Do you have a current driving licence (Yes or No)****If yes, what country was it issued?** |
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**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

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

**Section 6: Declaration**

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| **You must sign the following Declaration**: -I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

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

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