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| **Glasgow East Women's Aid** |  |

Application for Employment

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| **Application for the post of:**   |  |

The information you provide will be treated with the strictest confidence and will be used by Glasgow East Women’s Aid’s (GEWA) Recruitment Panel to consider your interest in the post.

GEWA does not accept C.V.s and will not consider any information provided in C.V.s submitted as part of the recruitment process.

Please return this form by email to maureen.bettley@gewa.org.uk, or post to Glasgow East Women’s Aid, 753 Westerhouse Road, Easterhouse, Glasgow G34 9PBto arrive no later than 9am on Monday 21st January 2019.

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| **Personal Information** |
| Name (in full) |  |
| Address (including postcode) |  |
| Private telephone number |  |
| Mobile number |  |
| Daytime telephone number (if appropriate) |  |
| Do you have a current driving licence? | **Yes/No** |
| **Disability** - Do you consider yourself to have a disability which we require to take account of to assist you in attending an interview or carrying out this role? | **Yes/No** |
| **Rehabilitation of Offenders** – Do you have any criminal convictions other than those spent under the Rehabilitation of Offenders Act? **Please note that as the successful candidate will be supporting vulnerable adults a valid Enhanced PVG Disclosure will be sought** | **Yes/No** |

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| **Referees –** Please give details of two referees. One of your referees should be your current employer if you are employed, or your last employer if you are unemployed.References will be not be sought for candidates prior to interview.  |

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| **Reference 1** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |

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| **Reference 2** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |
| What is your connection to this person? |  |

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| **General** |
| Where did you hear about this vacancy? |  |
| When would you be available to take up a new appointment? |  |
| Do you have any voluntary work or public service commitments which you wish to draw to our attention? |  |
| Do you have any private business commitments? If so, please give brief description. |  |

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| **Present or most recent employment** – please provide details of your current employment. If you are currently unemployed, please provide details of your last employment |
| Employer’s name |  |
| Address |  |
| Date employed from |  |
| Date employed to |  |
| Job title |  |
| Salary |  |
| Notice period required |  |
| Reason for leaving or seeking new employment |  |

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| **Nature of the post -** please describe your main duties. |
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| **Employment History** – please list your previous employment starting with the most recent.Please continue on a separate sheet if necessary. |
| **From** | **To** | **Employer** | **Title and main duties** | **Reason for leaving** |
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| **Secondary Education –** Please list certificates gained showing subjects and level of pass. |
| Subject | Level/Award |
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| **Further Education**  |
| University or College  | Dates | Qualifications obtained |
| From | To |
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| **Professional Qualifications** |
| Name of awarding body  | Date awarded | Qualifications obtained, Membership of Professional Institution etc. |
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| **Training –** Please provide details of any courses or training undertaken which is relevant to this post. |
| **Course/Training** | **Provider(s)** |
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**Experience, skills and knowledge –** The Job Description for this post lists the key responsibilities and duties of this role. Please describe how your experience, skills and knowledge would enable you to meet the Job Description for this post by providing relevant information in the following section.

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| **Skills and experience** |
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| **Qualifications/Knowledge and Understanding** |
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| **Personal Qualities** |
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| **Other** |
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| **Additional information –** Please provide any additional information that you feel is relevant to this position. |
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| **Glasgow East Women's Aid** |  |

Equal Opportunities in Employment

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| **Application for the post of:**   |  |

# Help us to ensure equal opportunity by completing this form.

# Policy – GEWA is committed to equal opportunities in recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and will not be influenced by protected characteristics as defined by the Equality Act 2010.

Interview and appointment procedures have been adopted so as to eliminate any possibilities of bias when considering applications.

**Monitoring –** GEWA regularly monitors the effects of selection decisions to assess whether equal opportunity is achieved. For this purpose you are asked to complete the form below. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your job application and will be treated as confidential.

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| My sex is:  | Male **€** | Female **€** |
| Do you have a disability which is relevant to your job application?  | Yes **€** | No **€** |
| If yes please specify. |  |
| If relevant, how could GEWA help to facilitate your working conditions? |  |

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| **I would describe my ethnic origin as:** |
| **White**

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| --- | --- |
| Scottish  | **€**  |
| Other British | **€**  |
| Irish | **€**  |
| Gypsy/Traveler  | **€**  |
| Polish  | **€**  |
| Any other white background  | **€**  |

 | **Mixed or multiple ethnic background**

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|  | **€**  |

 | **Asian, Asian Scottish or Asian British**

|  |  |
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| Indian  | **€**  |
| Pakistani  | **€**  |
| Bangladeshi | **€**  |
| Chinese | **€**  |
| Other Asian background | **€**  |

 | **Black, Black Scottish or Black British**

|  |  |
| --- | --- |
| Caribbean | **€** |
| African | **€** |
| Any other Black background  | **€** |

 | **Other Ethnic Background**

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| Arab, Arab Scottish, Arab British  | **€****€****€** |
| Other | **€**  |

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| **DECLARATION OF INTERESTS** |
| GEWA’s interview and appointment procedures aim to eliminate any possibilities of bias when considering applications.It is, therefore, essential that you complete and return this form with your application form, if you do not, your application cannot be considered. Any false or misleading information can result in your dismissal without notice. |
| **Post:** |  |
| **Name of Applicant:** |  |
| **Please tick the appropriate box.** | **Yes** | **No** |
| Have you been an employee of Glasgow East Women’s Aid in the past 12 months?*(This does not apply to existing employees)* |  |  |
| Either now or in the last 12 months, have any of your relatives been an employee of Glasgow East Women’s Aid? *Please note that a relative is defined as a spouse, cohabitee, parent, grandparent, child, stepchild, grandchild, brother or sister.* |  |  |
| Either now or in the last 12 months, have any of your relatives been a Board Member of Glasgow East Women’s Aid? |  |  |
| If you have answered ‘yes’ to any of these questions, please state: |
| The person’s name: |  |
| Their position: |  |
| I declare that the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. | **Yes/No** |