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| **C:\Users\Owner\AppData\Local\Temp\Rar$DIa0.683\womens-aid-argyll-and-bute-1.png**  **Job Title: Admin/Intake Worker Closing date 5pm 17th Jan 2022** |

**Applications should be emailed to: recruitment@abwa.org.uk**

**1. PERSONAL DETAILS:**

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| --- | --- | --- | --- |
| Full name |  | Mobile: |  |
| Address |  | Landline |  |
| Email |  | N.I. No.: |  |

**2. REFERENCES**

Please give details of TWO referees, one of whom MUST be your current or most recent employer.

|  |  |
| --- | --- |
| 1. Name: | Address: |
| Occupation: | |
| Email Address: | |
| Is this an **Employment** or **Personal** referee? | **We will only contact referees after interview and if we make you a conditional offer** |

|  |  |
| --- | --- |
| 2. Name: | Address: |
| Occupation: | |
| Email Address: | |
| Is this an **Employment** or **Personal** referee? | **We will only contact referees after interview and if we make you a conditional offer** |

**CRIMINAL CONVICTIONS DECLARATION FORM**

The Rehabilitation of Offenders Act 1974 makes it unlawful for employers generally to take account of offences which are spent. A spent conviction is one for which you are considered to be rehabilitated. The conviction becomes spent after a certain period of time, which varies depending on the type of conviction and the sentence imposed. However, many Fife Women's Aid posts involve working directly with vulnerable adults and/or children and these posts are subject to disclosure under the Protection of Vulnerable Groups (PVG) Scheme. In these cases, we are entitled to know about, and take account of, otherwise spent convictions.

We ask you to tell us about unspent convictions, current charges or whether you are under investigation for a criminal offence on this form but the information you give us will only be taken account of if we consider it to be relevant to the job.

You should be aware that if the post you have applied for is subject to the PVG Scheme, any job offer will be subject to an application to the PVG scheme. The report from the scheme will disclose to us any otherwise spent convictions which you may have. You should take this into account when deciding whether to continue with your application.

If you have convictions which we consider might disqualify you from the post applied for, we will tell you this and give you an opportunity to explain the circumstances of the convictions, and why you think you should still be considered for the post.

**You should complete this form and date and sign it. If you have no convictions to declare, please write ‘NOTHING TO DECLARE’ in the box and date and sign the form.** Please give details of unspent criminal convictions, charges pending, or ongoing police investigations into alleged criminal offences in the box below:-

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**Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.**

**3. EMPLOYMENT INFORMATION**

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| --- | --- |
| Period of Notice required by employer: |  |
| Do you require us to make any adjustments to enable you to attend a virtual interview? *(please give details*) |  |
| If you have a disability would special access or modifications to duties enable you to take up the post? |  |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment? |  |
| If YES, please provide details: |  |
| If your application is successful will you require a work permit prior to taking up employment? *(delete as appropriate)* |  |

**Data Protection Statement**

The information that you provide on this form and that is 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, 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 this 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.

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| **DECLARATION:**  I declare that, to the best of my knowledge and belief, the information given is correct and complete. I understand that ABWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references, medical reports and disclosure check.  **Signed: Date:**  **We will accept a typed signature as we will retain your email as evidence of your submitted application** |

**ABWA is an Equal Opportunities Employer:** This post is restricted to female applicants. Being a woman is considered an occupational requirement and a proportionate means of achieving a legitimate aim in terms of the exception under the Equality Act 2010, schedule 9

**QUALIFICATIONS** (if relevant to this post)

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| --- | --- | --- | --- |
| **Course Undertaken** | **Duration & Dates** | **Study Method** | **Qualification / Result** |
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**Training Courses attended since January 2016** (if relevant to this post)

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| --- | --- | --- | --- |
| **Training Course** | **Month/Year** | **Study Method** | **Training Provider** |
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**Employment History**

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| --- | --- |
| Name and Address of Current/Most Recent Employer: | Job Title: |
| Annual Salary: |
| Dates Employed (from / to): |
| Notice Required: |
| Reason for Leaving: | |
| Brief Description of Duties: | |

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| --- | --- | --- | --- | --- |
| Previous Employment From 2012 to 2021 *(please give most recent first)* | | | | |
| **Name of Employer** | **Job Title and Brief Description of Duties** | **Start**  **date** | **Finish date** | **Reason for leaving** |
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**The information above this point will be removed prior to shortlisting.**

**Only the information below this point will be used for shortlisting**

|  |
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| **Meeting the person specification** (use as much space as you need to provide your responses).  To help you evidence how well you meet the criteria for this post **please provide detail** that highlights your experience and skills, **as it is against this detail that your application will be scored.**  Avoid statements that simply say e.g. ‘I have 8 years’ experience working in a fast-paced service.’ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A: Describe your work experience under each of the following headings. We are looking for details that will demonstrate your experience. Use as much space as you need** | | | |
| A1 | Tell us about your experience working in a customer facing (telephone) role. | |  |
| Detail your experience |  | |  |
| A2 | Tell us about communication and organisational skills you apply in the workplace | |  |
| Detail your experience |  | |  |
| A3 | Tell us about the admin related tasks you routinely carry out | |  |
| Detail your experience |  | |  |
| A4 | Tell us about your computer skills and in particular your experience using Excel | |  |
| Detail your experience |  | |  |
| A5 | Tell us about your experience working in a fast-paced environment | |  |
| Detail your experience |  | |  |
| A6 | Tell us about your experience adhering to confidentiality within the workplace | |  |
| Detail your experience |  | |  |
| A7 | Tell us about your experience coping with competing demands on your time | |  |
| Detail your experience |  | |  |
| A8 | Tell us about any experience you have working with vulnerable/disadvantaged people | |  |
| Detail your experience |  | |  |
| Leave blank | | |  |
| B1 | | Tell us why you are interested in this position and what you feel you could personally bring to the role |  |
| Personal statement | |  |  |
| Leave blank | | |  |

**10. MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- |
| Are you a member of a relevant body? |  |
| Title of your registration |  |
| Level / grade of membership (if applicable) |  |
| How long have you been a member? |  |

**Applications should be emailed to:** [**recruitment@abwa.org.uk**](mailto:recruitment@abwa.org.uk)

**Closing date 5pm 17th January 2022**