** APPLICATION FOR EMPLOYMENT**

CONFIDENTIAL

Salford Women’s Aid is an equal opportunities employer and is committed to ensuring a fair comparision between applicants. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for interview. It is therefore essential that you complete the form fully and **clearly demonstrate** with examples of how you meet each point on the person specification. Please note that CVs will not be considered.

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| **PERSONAL DETAILS** | | | | | | | | | | |
| Position applied for: |  | | | | | | | | | |
| Surname: |  | | | | | | | Forename: |  | |
| Address: |  | | | | | | | | | |
| Contact number: |  | | | | | | | Email: |  | |
| Date available to take up post: |  | | | | | | | | | |
| Do you hold a full UK driver’s license? | | | | ☐YES ☐NO | | | | | | |
| **EMPLOYMENT HISTORY**  Please provide details of your employment history starting with your current (or previous) role first. | | | | | | | | | | |
| Current Job Role: |  | | | | | | | | | |
| Organisation name and address: |  | | | | | | | | | |
| Date started: |  | | | | | | | | | |
| Main responsibilities: |  | | | | | | | | | |
| **Previous Job roles (most recent first)** | | | | | | | | | | |
| **Start and End Date** | | | **Job Title and Employer Details** | | | | **Main duties and responsibilities** | | | **Reasons for leaving / salary** |
|  | | |  | | | |  | | |  |
| **TRAINING AND QUALIFICATIONS**  Please provide details of any qualifications and/or training (including short courses) which you feel are relevant to the job you are applying for. SWA is interested in relevant qualifications, work experience and life experience.  (Please start with your most recent) | | | | | | | | | | |
| Date achieved | | Subject and Level | | | Grade | Details | | | | |
|  | |  | | |  |  | | | | |
| **SUPPORTING INFORMATION (Abilities, Skills, Knowledge and Experience)**  Please use the person specification to demonstrate how you meet the requirements for this post.  Number each answer and provide an explanation of how you meet the criteria.  Please continue on separate sheets if necessary. | | | | | | | | | | |
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| **REFERENCES**  Please give details of two referees who can comment on your suitability for the post. One of your references should be your current or most recent employer. Your referee should not include relatives or personal friends. | | | | | |
| **Referee 1** | | | | | |
| Name: |  | | Position: |  | |
| Organisation  and Address: |  | | | | |
| Contact number: |  | | Email address: |  | |
| Referee 2 | | | | | |
| Name: |  | | Position: |  | |
| Organisation  and Address: |  | | | | |
| Contact number: |  | | Email address: |  | |
| **REHABILITATION OF OFFENDERS** | | | | | |
| Have you ever been convicted of an offence in any criminal proceedings in any country?  For monitoring offences please answer yes only if it resulted in disqualification. | | | | | ☐YES  ☐NO |
| Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any disciplinary proceedings conducted by your employer? | | | | | ☐YES  ☐NO |
| If you answered ‘YES’ to any of these questions please give full details below: | | | | | |
| Comments: | | | | | |
| **DATA PROTECTION AND DECLARATION:** | | | | | |
| As part of the recruitment process we collect and store sensitive personal data about you. In compliance with the Data Protection Act (1984), we are required to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on which it is submitted, for internal auditing purposes. All information will be treated confidentially.  I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form, I give consent to the recording and storage of my personal data. | | | | | |
| Signature: | |  | | | |
| Date: | |  | | | |
| **GUIDANCE FOR APPLICANTS ON COMPLETING APPLICATION FORM** | | | | | |
| * Previous applicants need not apply. Please do not send in your CV, it will not be considered if you do. * One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or personal friend. * The person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification. * The selection penal cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting, other life experience and skills may be just as valid. * If you are shortlisted for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail. | | | | | |