



## Paid Staff: CONFIDENTIAL APPLICATION FORM

Please complete all sections of the form and submit to [abbiep@swsda.org.uk](mailto:abbiep@swsda.org.uk)

### Section 1: Personal Information

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification.

Please note that CVs are not accepted for roles working with children.

Candidate ref. number (for office use only):	
<b>Position applied for:</b>	
Job title	

First name(s)			
Last name			
Address			
Postcode			
Telephone home			
Telephone work			
May we contact you at work?		Yes / No	
Mobile			
Email			
We will normally contact you by email however, if you would prefer to be contacted using another method please let us know here:			

<b>Entitlement to work in the UK</b>
<p><b>To take up this post you must have the right to work in the UK.</b></p> <p>Please note that South West Surrey Domestic Abuse Service does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.</p>

## Criminal convictions

Having a criminal record will not necessarily bar you from working for South West Surrey Domestic Abuse Service – much will depend on the type of job you have applied for and the background and circumstances of your offence.

For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.

Please see Guidance Notes and Application Pack for further details.

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes / No

If YES please provide details of the offence and the date of conviction.

## References

Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.

### Referee 1

Name

Address

Postcode

Telephone

Email

In which context does this referee know you?

### Referee 2

Name

Address

Postcode

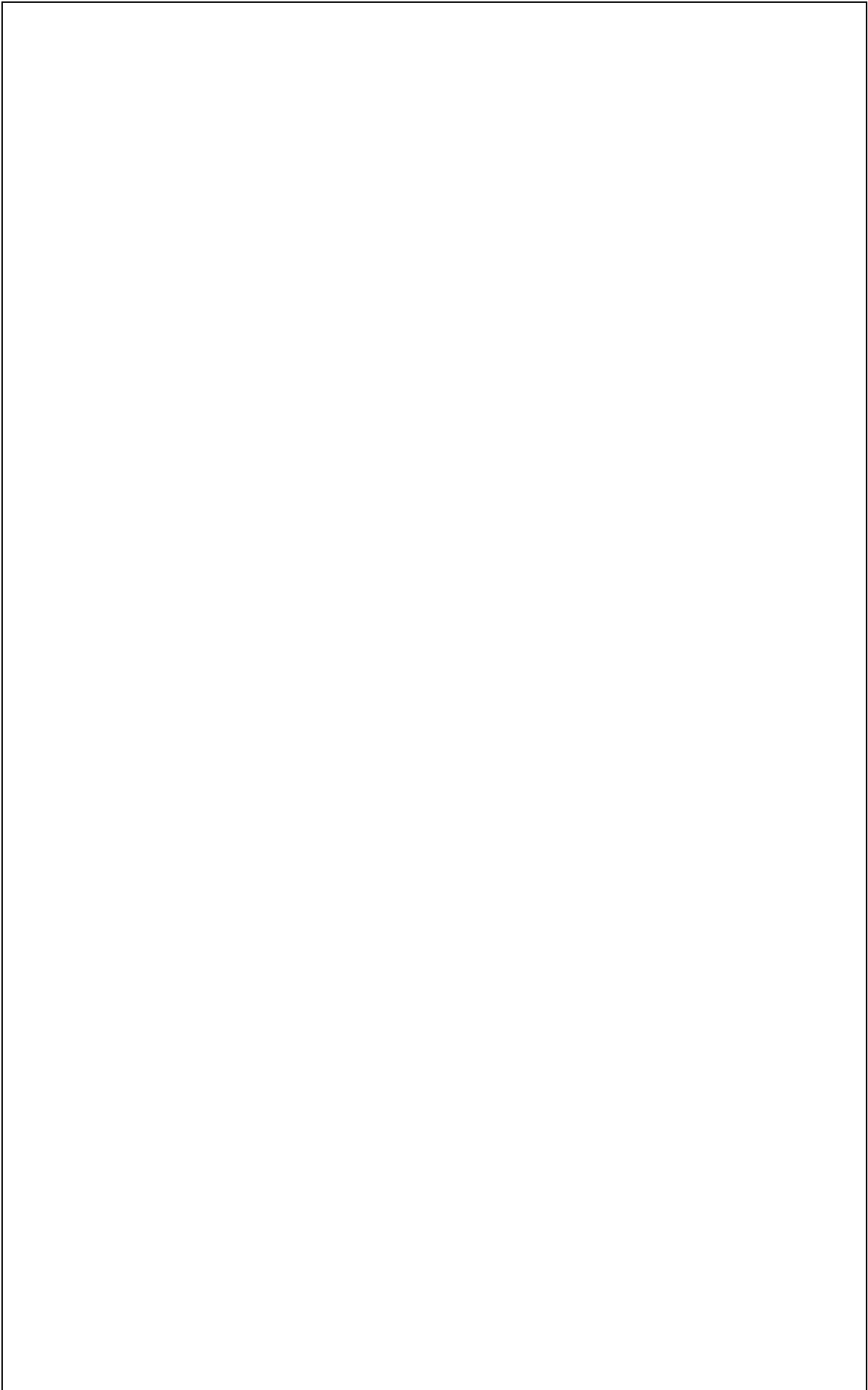
Telephone

Email

In which context does this referee know you?

**Section 2: Experience, knowledge, skills and abilities**

Referring to the job description/person specification (all one document found under the role at [www.swsda.org.uk/jobs](http://www.swsda.org.uk/jobs)), please tell us below about relevant skills, experience and personal qualities that you have that you feel are appropriate for this role. Please do not exceed two pages.



**Career history**

Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, any other unpaid work. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

**Employer's name, location and type of business****State position held and outline briefly the nature of the work and your responsibilities**

	Dates: From To
	Reasons for leaving:
	Dates: From To
	Reasons for leaving:
	Dates: From To
	Reasons for leaving:
	Dates: From To
	Reasons for leaving:

**Education**

Please give details of educational qualifications you have obtained from school, college, university etc.

Subject	Level	Grade

**Professional development**

Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken.

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**Declaration**

Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at South West Surrey Domestic Abuse Service, and if appointed, for the purposes of employment at South West Surrey Domestic Abuse Service.

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.

**If you are sending your application form by email, please type your name in this box to confirm that you agree to the above declaration.**

Signed:

Dated:

**Please email the completed form to our Children's Outreach and Grants Manager:**

**[abbiep@swsda.org.uk](mailto:abbiep@swsda.org.uk)**