**Women’s Rape and Sexual Abuse Centre Dundee**

Post Applied For: Young People’s Support and Trauma Worker

**PERSONAL INFORMATION**

(Confidential, the top 3 sheets will be removed and not used for short listing purposes)

**1. Personal Details**

|  |  |
| --- | --- |
| **First Names**  | **Surname**  |
| **Address** **Post Code**  | **Telephone Numbers** **Work****Home****Mobile****Email** |

**2. References**

Please provide details of a minimum of two referees, one of which must be your most recent employer, one of which must be able to comment on your ability to conduct a research project, and one of which must be able to comment on your ability to engage with vulnerable young people.

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

1. **Period of notice required by current employer?**
2. **Are there any dates when you will be unavailable for interview?**
3. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**
4. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment? Yes/No**

**If Yes, please provide details**

1. **If you are successful in your application will you require a work permit prior to taking up employment? Yes/No**

**Data Protection Statement**

The information that you provide on this form and that 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 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 the 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.

|  |
| --- |
| **DECLARATION**  |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that WRASAC reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by WRASAC, any medical reports or disclosure check. Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**WRASAC is an Equal Opportunities Employer**

Applicant No: \_\_\_\_\_\_\_\_\_ (office use only)

1. **Work Experience – Starting with most recent employer**

Please continue on additional sheets if necessary.

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

**Employment Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
|  |  |  |  |

1. **Membership of professional bodies**

**3. Educational, Technical & Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
|  |  |  |

1. **WRASAC is a feminist organisation, reflecting on our Vision, Mission and Values, how would you feel about working with the organisation?**

|  |
| --- |
|  |

1. **Skills, experience and knowledge (please ensure you meet the essential criteria in the person specification)**

****Equal Opportunities Monitoring Form

Young People’s Support and Trauma Worker 2018

This form is for monitoring purposes only and will be removed prior to shortlisting.

1. **Where did you see this opportunity advertised?**

|  |
| --- |
|  |

1. **Transgender Identity**

WRASAC offers volunteering, student placement and paid employment opportunities to anyone who identifies as a woman. For this reason we have specifically not asked you to describe your gender. However for the purposes of equality monitoring please state if you have ever identified as a transgender person or trans person.

Yes[ ] No [ ]  Prefer not to answer [ ]

1. **Age?**

16-24[ ] 25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]  50-54 [ ] 55-59 [ ]  60-64 [ ]

65+ [ ]  Prefer not to answer [ ]

1. **What is your legal marital status?** Please tick:

Single [ ]  Divorced/Separated [ ]  Married/Civil Partnership [ ]  Widowed [ ]

Living with partner [ ]  Prefer not to answer [ ]

1. **Do you have caring responsibilities?**

Yes (children under 18) [ ]  Yes, other [ ]  No [ ]  Prefer not to answer [ ]

1. **What is your Religion or Belief?**

No Religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Humanist [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Prefer not to answer [ ]  Other [ ]  (please specify)

1. **What is your national identity?**

**A. White**

Scottish [ ]  Other British [ ]  Irish [ ]  Gypsy/Traveller [ ]  Eastern European [ ]

Other white ethnic group [ ]

**B. Mixed or Multiple Ethnic Group**

Any mixed or multiple ethnic group? [ ]

**C. Asian, (including Scottish/British)**

Pakistani, Pakistani Scottish or Pakistani British [ ]  Indian, Indian Scottish or Indian British [ ]

Bangladeshi, Bangladeshi Scottish or Bangladeshi British [ ]

Chinese, Chinese Scottish or Chinese British [ ]  Other [ ]

**D. African**

African, African Scottish or African British [ ]  Other [ ]

**E. Caribbean or Black**

Caribbean, Caribbean Scottish or Caribbean British [ ]  Black, Black Scottish or Black British [ ]

Other [ ]

**F. Arab**

Arab, Arab Scottish or Arab British [ ]  Other [ ]

**G.** Prefer not to answer [ ]  Other [ ]  please specify

1. **Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long term effect on a person’s ability to carry out day-to-day tasks.**

Do you consider yourself to have a disability? Yes[ ] No [ ]  Prefer not to answer [ ]

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

|  |
| --- |
|  |

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

1. **What is your sexual orientation?**

Bisexual [ ]  Lesbian [ ]  Heterosexual/Straight [ ]  Other [ ]  Please specify:

Prefer not to say [ ]

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**

Your completed application should be submitted via email by sending it to recruitment@wrasac.org.uk.