



Suffolk Rape Crisis – Employment Application form

Please complete this form electronically using font Arial 11, adjusting field sizes as required.

We will separate the front sheet of your application form with your personal details from the rest of your application to ensure your form is shortlisted as anonymously as possible.

Please return completed forms, in word format, to recruitment@srchelp.org.uk

Personal details	
Name:	
Address:	
Phone: (daytime)	Phone: (evening)
Email:	
Post that you are applying for:	

For office use:	
Date form processed:	
Candidate Number:	
Shortlisted:	

References

Please provide contact details for two referees who Suffolk Rape Crisis can ask for information regarding your suitability for this post. One must be your current / most recent employer. The other must be a previous employer. We will only contact your referees if we decide to offer you the post. Any offer of employment will be subject to satisfactory references.

Name:	Name:
Relationship (nature & length):	Relationship (nature & length):
Address:	Address:
Phone:	Phone:
Email:	Email:

Educational Details

Please give details of your academic / professional qualifications *relevant to this post*:

Place of Study	Subject	Qualification	Dates / duration

Training Courses

Please list any training courses *relevant to this post*:

Place of Study	Subject	Dates / duration

Continue on a separate sheet if necessary

Do you have the accreditation relevant for this role?

Yes

No

Please state the Governing Body:

Current or most recent employment

Job Title:

Employer's name and address:

Dates of employment:

Salary:

Period of notice required (if applicable):

Reason for leaving / seeking to leave (if applicable):

Please give a brief description of your duties and responsibilities:

Previous Employment

Please give details of all previous paid work. Please explain any gaps in employment.

Job title	Name and address of employer	Duties / responsibilities	Dates

Previous voluntary work experience

Please list any relevant unpaid / voluntary work:

Job title	Name and address of organisation	Duties / responsibilities	Dates / duration

Continue on a separate sheet if necessary

Personal Statement

Please write a personal statement of **not more than 2 pages** of A4 (in minimum of Arial pt 11 font) which covers:

- Why you are interested in this job
- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give **specific examples** to demonstrate how you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.

If you do not follow these instructions your application will not be short-listed.

Continue on a separate sheet if necessary

Previous Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended?

YES No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) Website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details below. Any information will be kept confidential and will be considered only in relation to the post you are applying for.

Failure to disclose any information relating to criminal convictions or cautions (or any alleged offences against you) may result in the withdrawal of an offer of employment or where employment has commenced, dismissal without notice.

You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.

(If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at www.gov.uk/disclosure-barring-service)

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

NO, I am legally entitled to work in the UK without restrictions.

Yes. If yes, detail below:

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal without notice.

Signed:

Date:

Print name in full:

Please email your application form with your equality monitoring form to:
recruitment@srchelp.org.uk

Due to the nature of the Service Provision of Suffolk Rape Crisis, the Volunteer and Helpline Coordinator position is covered under the terms of the Equality Act 2010, Section 83, schedule 9, Part 1, 1.1.(a) and (c).

Data Protection

In order to comply with the new data protection guidelines (GDPR, 2018) we need your permission to store and use your information. Please read the statements below and tick those that are applicable.

I give permission for Suffolk Rape Crisis to use the information given in this form to contact me regarding the vacancy I am applying for

I give permission for Suffolk Rape Crisis to use the information given in this form to contact me regarding other career opportunities

I would like to be included on the Suffolk Rape Crisis Mailing List to receive the newsletter including information regarding service announcements; volunteering opportunities; staff vacancies and fundraising opportunities.