

**Inverclyde Women’s Aid Application Form**

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| **Post Title: Community Outreach Group Worker – 17.5hrs per week****NOTE: This post is open to women only, in accordance with Schedule 9, Part 1 of the equality Act 2010.** |

Personal Information – (Confidential – This sheet will be removed for short-listing purposes)

**Personal Details**

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| First Name(s) | Surname |
| AddressPostcode | Contact DetailsContact NumberEmail |

**General**

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| Period of notice required by current employer? |

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| Your qualification relevant to this post? (SVQ3 Health & Social Care/or equivalent essential) |

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| Do you hold a full UK Driving Licence? (essential) |

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| Do you have use of a vehicle? (essential) |

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| Are there any dates you will be unavailable for interview? |

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| Are there any adjustments that need to be made should you be invited to interview? (please state what these are): |

**References**

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| Please give two referees, one of whom should be your present or most recent employer. |
| Name:Job Title:Address:Postcode:Contact No:Email:Relationship:My we contact them at this stage? Yes / No | Name:Job Title:Address:Postcode:Contact No:Email:Relationship:My we contact them at this stage? Yes / No |

**Employment History**

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| --- | --- | --- | --- | --- |
| Employers Name & Address (list current / most recent first) | Job role/duties and key achievements | Dates from | Dates to | Reason for leaving |
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**Educational, Technical & Professional Qualifications**

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| Please name any institute or professional body and include attainment level. |

**Personal Development**

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| Include any courses, memberships, voluntary work that you consider relevant. |

**Relevant Experience to this post:**

Using the person specification, how do your skills, experiences and abilities relate to this post? Please ensure that you address all the points in this document.

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**Data Protection and Confidentiality Statement**

Inverclyde Women’s Aid is committed to protecting your privacy and complying with te requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The information you provide in this application form will be used for the purpose of assessing your suitability for the advertised role and for fulfilling legal or regulatory requirements, where necessary.

How your information will be used:

* Your personal data will be processed fairly and lawfully by Inverclyde Women’s Aid, and only where it is necessary for recruitment purposes.
* If your application is successful, the data you have provided will form part of your employment record and will be retained in accordance with our Data retention Policy.
* If you are unsuccessful, the data you have provided will form part of your employment record and will be retained securely for a maximum of six months before being securely destroyed, unless you provide consent for us to retain it longer.

Confidentiality:

* All information provided will be treated in strict confidence.
* Only those involved in the recruitment and selection process will have access to your application.
* Referees will not be contacted without your prior consent.

Your rights:

Under data protection law you have the right to:

* Access your personal data
* Request correction of inaccurate data
* Request erasure of your personal data (where legally permitted)
* Object to or restrict processing
* Lodge a complaint with the Information Commissioner’s Office (ICO)

For further information on how we handle your data, or to exercise any of your rights, please contact us at info@inverclydewa.org.uk

By submitting this form, you confirm that you understand and consent to the use of your personal information as outlined above

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| DECLARATION:I declare that to the best of my knowledge and believe the information given is correct and complete. I understand that Inverclyde Women’s Aid reserves the right to withdraw any offer of employment or to terminate any 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 disclosure checks.Signed:Date |
| Where did you see this vacancy advertised? |