

<b>Post Applied for</b>	<b>Domestic Violence Relief/Bank Worker Post</b>	<b>Please return by:</b> <b><u>9am Monday 26<sup>th</sup> November 2018</u></b> <b>by email only to</b> <a href="mailto:administration@leedswomensaid.org.uk"><u>administration@leedswomensaid.org.uk</u></a>
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<b>First Name</b>		<b>Last Name</b>	
<b>Title</b> Ms, Miss, Mrs etc		<b>Previous last names</b>	
<b>National Insurance No</b>			

<b>Home Address</b>			
<b>Email address</b>			

<b>Home Telephone</b>		<b>Mobile Telephone</b>	
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**References**

**Please give the names and addresses of 2 work related/professional (paid or voluntary) referees: One should be your current employer or your last employer if you are not working at present. (Personal References or References from Colleagues will not be accepted).**

**Referee 1**

**Referee 2**

<b>Name</b>		<b>Name</b>	
<b>Company Name &amp; Address</b>		<b>Company Name &amp; Address</b>	
<b>Email address</b>		<b>Email address</b>	
<b>Telephone No</b>		<b>Telephone No</b>	
<b>Their relationship to you</b>		<b>Their relationship to you</b>	

<b>Can we contact them prior to interview?</b>	<b>Yes/No</b>	<b>Can we contact them prior to interview?</b>	<b>Yes/No</b>
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## Employment Experience

<b>Name of most recent Employer</b>		<b>Post Held</b>	
<b>Address</b>			
<b>Telephone No</b>		<b>Salary</b>	
<b>Date Appointed</b>		<b>Period of Notice/ Date of leaving</b>	

<b>Duties and Responsibilities</b>			
<b>Reason for Leaving (or if still employed, why do you want to leave?)</b>			
<b>Are you considering Secondment?</b>	<b>Yes/No</b>	<b>If yes, have you spoken to your Employer?</b>	<b>Yes/No</b>

**Employment History** – start with the most recent (after above) - Continue on a separate sheet (typed additional sheets allowed).

**Please account for any period between leaving full time education and commencing employment, and also any periods of unemployment or breaks from work.**

<b>Dates</b>	<b>Employer</b>	<b>Post and duties</b> (Include whether paid or voluntary & how many days per week)	<b>Reason for leaving</b>

## Education and Training

Start with the most recent (Continue on a separate sheet if necessary)

Date		Educational Establishment	Subjects/exams taken or being studied for Training courses attended	Result
From	To			

### Further Supporting Information

**PLEASE REFER TO GUIDELINES OF HOW TO FILL IN THIS SECTION.**

Each number relates to a number of an essential requirement detailed on the Person Specification (in the Job Profile). Please write your answer to that criteria in the relevant numbered section below. It is essential that you demonstrate how you fulfil each one.

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2	
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4	

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11	
	<p><b>Additional attributes or experience:</b></p>

<b>Do you hold a clean, valid driving licence?</b>	
<b>Do you speak any other languages? If so, please specify</b>	

## Criminal Convictions

**Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not spent. Failure to do so may result in Summary Dismissal. If you would like a copy of our “DBS policy on the Recruitment of Ex-offenders” please contact us.**

<b>Do you have any previous convictions or cautions?</b>	<b>Yes/No</b>
<b>If yes, please give details including date, sentence &amp; nature of conviction and/or caution:</b>	
<b>Are you currently the subject of any criminal proceedings or police investigations?</b>	<b>Yes/No</b>

**I can confirm that the information on this form is correct and gives a fair representation of my skills, experience, employment and education history. I understand that if I am offered a post the information submitted in my application will form part of my contract of employment and that if it is subsequently discovered that I have wilfully or negligently given false information, I may be liable to immediate dismissal.**

<b>Name</b> <i>(A typed name will be accepted as a digital signature)</i>		<b>Date</b>	
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