**Application Form**



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|  |  | **Please return by:****9am Monday 11thFebruary 2019****by email only to** **sue@leedswomensaid.org.uk** **(Late applications will not be considered)** |
| **Post Applied for** | **Project Support Officer** |
|  |  |  |  |
| **First Name** |   | **Last Name** |   |
| **Title****Ms, Miss, Mrs etc** |   | **Previous last names**  |   |
| **Date of Birth** |   | **National Insurance No** |   |
|  |  |  |  |
| **Home Address** |   |
| **Email address** |   |
|  |  |  |  |
| **Home Telephone** |   | **Mobile Telephone** |   |
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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** |  |
|  |  |  |  |
| **Name** |   | **Name** |   |
| **Company Name & Address** |   | **Company Name & Address** |   |
| **Email address** |   | **Email address** |   |
| **Telephone No** |   | **Telephone No** |   |
| **Their relationship to you** |   | **Their relationship to you** |   |
|  |  |  |  |
| **Can we contact them prior to interview?** | **Yes/No** | **Can we contact them prior to interview?** | **Yes/No** |

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| **Employment Experience** |
| **Name of most recent Employer** |   | **Post Held** |   |
| **Address** |   |
|  |
| **Telephone No** |   | **Salary** |   |
| **Date Appointed** |   | **Period of Notice/****Date of leaving** |   |
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| **Duties and Responsibilities**  |  |  |
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| **Reason for Leaving (or if still employed, why do you want to leave?)** |   |

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| **Employment History (for the last 10 years)– start with the most recent (after above) Continue on a separate sheet (typed additional sheets allowed).****Please account for any periods of unemployment or breaks from work and, if falling within the relevant period, any period between leaving full time education and commencing employment.** |
| **Dates** | **Employer** | **Post and duties**(Include whether paid or voluntary & how many days per week) | **Reason for leaving** |
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| **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** |

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| **Further Supporting Information** |  |
| **Please demonstrate how you meet the role requirements for the following skills and personal qualities by giving examples of things you have done, either at work, in a voluntary situation or, in relation to your personal qualities, in your private life. One relevant example is sufficient for each area: you should describe the situation, what you did and why and how your actions achieved the required result.** |
| 1. **Using Microsoft Excel, Word and Outlook**

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| 1. **Working under pressure and meeting strict deadlines**

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| 1. **Setting up, maintaining and using spreadsheets**
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| 1. **Experience using case management and monitoring databases and running reports from them**
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| 1. **Working for a charity and an understanding of domestic abuse**

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| 1. **Strong IT skills**

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| 1. **Excellent organisational skills**

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| 1. **Ability to record information accurately, with strong attention to detail**

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| 1. **Able to communicate effectively at all levels**

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| 1. **Good teamwork skills**

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| 1. **Ability to maintain a professional image at all times**

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| 1. **Act with integrity and respect when interacting with colleagues, other professionals and individuals**

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| 1. **Understanding and commitment to confidentiality**

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| 1. **Have values consistent with those of LDVS, including respecting equality and diversity and a non-judgemental attitude**

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| 1. **Work to LDVS and LWA policies and procedures**

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| **Criminal Convictions** |  |  |

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| **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.** |
|  |
| **Do you have any previous convictions or cautions?** | **Yes/No** |
| **If yes, please give details including date, sentence & nature of conviction and/or caution:** |
|   |
| **Are you currently the subject of any criminal proceedings or police investigations?** | **Yes/No** |
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| **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 will be liable to immediate dismissal.** |
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| **Name** *(A typed name will be accepted as a digital signature)* |  | **Date** |  |