**TO BE COMPLETED BY ALL JOB APPLICANTS**

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| **Personal Information** | |
| Name |  |
| Home address |  |
| Email address |  |
| Phone number |  |
| Post you are applying for |  |

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| **LWA is a Disability Confident Committed Employer** | |
| LWA has made a positive commitment to employing disabled people under the Government’s Disability Confident scheme. We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS).  To be invited to interview/assessment under this scheme, candidates applying under GIS should be able to meet the minimum criteria as set out in the person specification for this role. | |
| Do you wish to apply for a guaranteed interview if you meet the minimum criteria? | Yes  No |
| Whether disabled or not, do you require any reasonable adjustments to be made to enable you to attend and participate in the interview? | Yes  No |
| If you require any reasonable adjustments, please explain the nature of the adjustments required or contact [recruitment@leedswomensaid.org.uk](mailto:recruitment@leedswomensaid.org.uk). | |
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| **Languages** | |
| Do you speak any languages other than English?  If yes, please specify which languages and your level of fluency | Yes  No |

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| |  |  | | --- | --- | | **Rehabilitation of Offenders Act and Criminal Record Checks** | | | All roles with Leeds Women’s Aid are subject to rehabilitation of Offenders Act 1974 which requires you to give details of any unspent offences. The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration at shortlisting or interview stage.  An application for a criminal record check through the DBS will be made for all successful candidates. For those candidates who have already revealed, or whose DBS checks reveal, criminal convictions, a full risk assessment will be carried out prior to a decision being taken as to whether or not the candidate’s record precludes her from employment with LWA.   The Code of Practice on DBS checks can be found at [DBS code of practice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-code-of-practice) | | | Have you any unspent criminal convictions or cautions? | Yes  No | | If YES please give brief details, (the nature of the offence; place and date of judgement; sentence). | | | Are you currently the subject of any criminal proceedings or police investigations? | Yes  No | |

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| **Eligibility to work in the UK** | |
| The Asylum, Immigration and Nationality Act 2006 makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. In compliance with this, Leeds Women’s Aid asks prospective employees to produce relevant documentation before employment commences. | |
| Are you eligible to work in the UK? | Yes  No |

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| **Declaration** | |
| 1. I confirm that the information I have given is to the best of my knowledge complete and accurate; 2. I understand that incorrect statements may lead to withdrawal of a job offer or dismissal from employment. | |
| **Signed** | **Date** |

Please return this completed form along with your CV and letter of application to [recruitment@leedswomensaid.org.uk](mailto:recruitment@leedswomensaid.org.uk)