**APPLICATION FOR EMPLOYMENT**

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| JOB APPLIED FOR | LOCATION |
| IDVA | Coventry |
| **Reference No: IDVA Oct 2023** |  |
| **Where did you see this post advertised?** |  |

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| PERSONAL DETAILS |  |
| **First Names** | **Telephone** |
| **Surname** | **Home** |
| **Address** | **Work** |
|  | **Mobile** |
|  | **Email** |
| **Postcode** |  |
| **National Insurance No** |  |
| **If you are not a member of the European Community, do you require a work permit to work in the UK?** | **Yes**  **No** |
| **Do you require a visa to work in the UK?** | **Yes**  **No** |
| **If required, do you hold a valid visa?** | **Yes  No  Expiry Date** |
| **If yes, please state the type of visa?** |  |

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| EDUCATION   |  |  |  |  | | --- | --- | --- | --- | | **ACADEMIC QUALIFICATIONS** |  | | | | **(degrees, A-levels, GCSEs – where and when gained starting with the most recent)** | | **Date** | **Grade** | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  |   Presentation of original certificates will be required on appointment |

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| FURTHER EDUCATION Please give details of any courses currently being undertaken   |  | | --- | |  |   MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND QUALIFICATIONS RELEVANT TO YOUR APPLICATION Please give membership number, status and expiry date  OTHER TRAINING Please give details of any other relevant training received, skills or courses you have undertaken   |  | | --- | |  | |

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | CURRENT OR MOST RECENT EMPLOYER | | | | | | | | Name and address: | | | | | | | | Dates employed: | From: | |  | To:  Present | |  | | Job title: |  | | | | | | | Brief description of duties: | | | | | | | | Reason for leaving: | |  | | | Annual salary: | £ | | Period of notice: | |  | | | | |   EMPLOYMENT HISTORY   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **EMPLOYER’S NAME & ADDRESS** | **JOB TITLE** | **REASON FOR LEAVING** | **DATES EMPLOYED** | | |  |  |  | **From --/--/--** | **To --/--/--** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   PLEASE GIVE REASONS FOR ANY GAPS IN EMPLOYMENT   |  | | --- | |  | |

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| **DEMONSTRATION OF YOUR SUITABILITY FOR THE ROLE**  This is an important part of the application and your chance to tell us why you feel you are a suitable candidate for this post. We recommend that you read the job description and person specification thoroughly before you answer this section as we draw up a short list on the basis of this information.  Please indicate briefly (**no more than 2000 words**) why you are applying for this job. You should highlight here particular skills and previous experience you have relevant to this role and provide clear examples of these.   |  | | --- | | Please include all language specialisms |   Please continue on a separate sheet if necessary |

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| REFERENCES  Please provide full contact details of two separate referees, one of which must be your current employer, or if not currently employed, your most recent employer. Referees must be able to comment on your work ability in paid or unpaid work. All offers of employment are conditional and subject to references satisfactory to Coventry Haven and pre-employment checks, including Disclosure and Barring Service certificate. | |
| **Name** | **Name** |
| **Job Title** | **Job Title** |
| **Employer Name / Address** | **Employer Name / Address** |
| **Email** | **Email** |
| **Relationship of referee to you** | **Relationship of referee to you** |
| **May reference be taken up before interview?** | **Tel No** |
|  | **May reference be taken up before interview?** |

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| **It is our position that due to the nature of our work, all roles at Coventry Haven Women’s Aid requires a DBS certificate; please complete the declaration and agreement below.**  Do you have any unspent convictions, cautions, reprimands or warnings? Are you currently subject to criminal investigations or procedures?  Yes  No  If yes, please declare details in a sealed envelope marked for the attention of the ‘**Elaine Yates - Private and Confidential’**.  The information disclosed will be treated as confidential and will only be seen by appropriate individuals involved in the recruitment process.  Having a criminal record will not necessarily exclude you from working for us. Consideration will be given to extenuating circumstances, the nature and relevance of the offence and any potential risks involved. If there are significant discrepancies between the information declared and the information on the Disclosure received, it will be necessary for us to consider whether or not to withdraw a conditional offer of employment. We will discuss any matter revealed with the candidate prior to making a final decision. |
| **Agreement to Complete a Disclosure and Barring Service Check**  **Position applied for:** ……Independent Domestic Violence Advocate (IDVA) …………  I understand that the position for which I have applied (as stated above) is subject to a Disclosure and Barring Service (DBS) certificate. I hereby give my consent for Coventry Haven to carry out a DBS check if I am to be made a conditional offer for this position.  As it is a requirement to have a satisfactory enhanced DBS certificate for roles that include regulated activity failure to give consent would result in the withdrawal of any conditional offer. An enhanced certificate details convictions, cautions, reprimands and warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the barred persons lists and any locally held police force non conviction information considered relevant to the job role by the relevant Chief Police Officer(s).  **Signed** …………………. **Date**……………………………………  **Print name**……..………………………………………………….. |

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| OTHER QUESTIONS   |  | | --- | |  | | Do you consider yourself you have a disability? Yes  No  The Equality Act (2010) defines disability as a “physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day to day activities.” | | Do you have a current driving licence? Yes  No | | Do you have use of a car during working hours? Yes  No | | Do you know or are you related to any member of Coventry Haven, Board of Directors, Management or any other employee/ volunteer ?Yes  No  If yes, please give details | | Are you involved with any other organisations in a paid or voluntary capacity? Yes  No  If yes, please give details |   **NOTE**  If any particulars given by you are found to be false, or if you wilfully omit or suppress any information or facts directly relevant to the position this will lead to the withdrawal of the offer of employment or the subsequent termination of employment..  If successful Coventry Haven will check that the information provided is correct, including information relating to employment, qualifications and skills. Information may be passed to third parties where permitted as required by law. In signing, or electronically submitting this application you consent to the processing of your data, both manual and electronic including sensitive data, in accordance with the Data Protection Act 1998.  **DECLARATION**  In accordance with the Data Protection Act 1998, I give consent for the information contained in this form to be processed in line with Coventry Havens recruitment and employment practices. I understand that, if I am appointed, this application form will become part of my personnel file and that, if I am not appointed, it will be stored for 12 months and then destroyed.  I declare that the statements made by me in this application, including the supplementary questions and any other details that I have submitted as part of the recruitment process, are true to the best of my knowledge and belief. I give permission for you to seek confirmation of the details supplied in my application. I understand that Coventry Haven reserves the right to withdraw any offer of employment or to terminate employment already commenced if the information given is inaccurate or misleading in any way. Any job offer is conditional upon references and pre-employment checks considered satisfactory by Coventry Haven.  Signed: Date:  **Please return this form to** [**recruitment@coventryhaven.co.uk**](mailto:recruitment@coventryhaven.co.uk)  **or post to Recruitment, 22 Marlborough Road, Coventry CV2 4EP.**  **Please note that this form can be submitted electronically (without signature) but if you are short-listed and attend interview you will be required to bring a signed copy of the application form with you on the day.** |
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