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| --- | --- |
| **Personal details** | |
| Name: …. | |
| Address: ….. | |
| Phone: (daytime) ….. | Mobile: ….. |
| Email: ….. | |
| Post that you are applying for: ….. | |

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| **References**  Please provide us with two referees who can verify your knowledge or ability.  You MUST provide a referee from your current or most recent employer. If you have none (e.g. you were previously a student), please provide the details of your tutor.  Your second referee should also be an employer where possible.  If you are unable to do this and you are submitting a character reference, this person should not be personally related to you and should have known you for at least 3 years.  Employment will only be granted on receipt of successful references. | |
| Name: ….. | Name: …... |
| Relationship (nature & length): ….. | Relationship (nature & length): ….. |
| Address: ….. | Address: ….. |
| Phone: ….. | Phone: ….. |
| Email: ….. | Email: ….. |

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| **Educational Details**  Please give details of your academic / professional qualifications *relevant to this post*: | | | |
|  | | | |
| **Place of Study** | **Subject** | **Qualification** | **Dates / duration** |
| ….. | ….. | ….. | ….. |
| ….. | ….. | ….. | ….. |
| ….. | ….. | ….. | ….. |
| ….. | ….. | ….. | ….. |
| ….. | ….. | ….. | ….. |
| ….. | ….. | ….. | ….. |

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| **Training Courses**  Please list any training courses *relevant to this post*: | | |
| **Place of Study** | **Subject** | **Dates / duration** |
| ….. | ….. | ….. |
| ….. | ….. | ….. |
| ….. | ….. | ….. |
| ….. | ….. | ….. |

Please check box if you have continued onto another sheet:

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| **Current or most recent employment** |
| **Job Title:** ….. |
| **Employer’s name and address:** ….. |
| **Dates of employment:** ….. |
| **Salary:** ….. |
| **Period of notice required:** ….. |
| **Reason for leaving / seeking to leave:** ….. |
| **Please give a brief description in the space below of your duties and responsibilities:** |
| ….**.**  ….. |

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| **Previous Employment**  Please give details of all previous paid work. Please explain any gaps in employment. | | | | |
| **Job title** | **Name and address of employer** | **Duties / responsibilities** | | **Dates** |
| ….. | ….. | ….. | | ….. |
| ….. | ….. | ….. | | ….. |
| ….. | ….. | ….. | | ….. |
| ….. | ….. | ….. | | ….. |
| **Previous voluntary work experience:**  Please list any relevant unpaid / voluntary work: | | | | |
| **Job title** | **Name and address of organisation** | | **Duties / responsibilities** | **Dates** |
| ….. | ….. | | ….. | ….. |

Please check box if you have continued onto another sheet:

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| **Additional Information** |
| **Our organisation delivers its key aims based on an understanding that women and girls are marginalised, which results in violence against them.**  **What is your understanding of Violence Against Women and Girls?**  **…..** |

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| **Additional Skills** |
| **Please highlight your level of skill in these computer packages** | Excellent, Use this almost daily, am able to assist others with problems. | Good, have used this often, may need a very quick refresh. | Poor. Haven’t used this or used it long ago. Will require training. |
| **Microsoft Packages e.g. Word, Excel etc** |  |  |  |
| **Social Media e.g. Twitter, Facebook & Instagram** |  |  |  |
| **Google Drive** |  |  |  |
| **Google Docs** |  |  |  |
| **Video Conferencing** |  |  |  |
| **Scheduling & data tools e.g. Survey Monkey, Calendar, Doodle etc** |  |  |  |
| **Internet search engines** |  |  |  |

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| **Personal Statement** |
| Please write a personal statement of which covers:   * Why you are interested in this job * Your experience, knowledge, skills, abilities and attitude in relation to the person specification.   Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give specific examplesto demonstratehow you fulfil each of the items. |
| ….. |

### Please check box if you have continued onto another sheet: – maximum 3 sheets

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| **Rehabilitation of Offenders Act 1974**  Do you have a criminal conviction? YES/NO …..  Any information given will be considered only in relation to the particular post for which you are applying. If you have any criminal convictions, which are not SPENT, you must disclose those convictions. Please provide full detail of the offence(s), conviction(s) and caution(s) and return them in a sealed, stamped addressed envelope along with your application. If you are not selected for this post, the envelope will be returned to you unopened.  Applicants should be aware that providing false information to obtain employment is a criminal offence (S16 Theft Act). |
| Declaration Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate, or should there be any wilful suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.  I certify that to the best of my knowledge the information provided is correct and understand that this declaration constitutes part of the terms of contract for employment if I am successful and that I am legally entitled to take employment in the UK.  **Date:** …..  **Print name in full:** ….. |

**I consent to being checked on the organisations Client Management System:** Yes  No

Please e-mail the application form with your equality monitoring form to:

[HR@cardiffwomensaid.org.uk](mailto:HR@cardiffwomensaid.org.uk)

Please note the deadline for applications.