

**Application Form**

**Guidance Notes**

* It is a requirement to be aged 18 years or over to work or volunteer at Lincolnshire Rape Crisis.
* In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK. If you are a Commonwealth citizen or a foreign national, at the interview, we will require you to bring your passport to show your stay in the UK is free of restrictions.
* All staff and volunteers will be subject to an enhanced DBS check, however this does not preclude anyone from applying.

**Please remember**

* Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented. The decision to invite you to interview will be based upon the information you give us on this form.
* Failure to provide accurate and complete information may result in your application being rejected.
* We only accept electronic applications using this form, handwritten or other formats of application will not be accepted.
* Do not send any additional documents with you application.
* Late applications will not be accepted.

**How we store and process your data**

Your data and any information you share with us is handled sensitively and confidentially. All applications are stored electronically, and printed copies will be stored in a locked filing cabinet in a secure data room. We will contact you using the details that you have provided on this form. We will only contact you with regards to this application. If you are unsuccessful at application, you will be advised, and your application form will be destroyed immediately. If you are invited to interview your application form will be securely stored until after your interview. If you are not appointable at interview you will be advised, and your application will be destroyed immediately. If you are appointable at interview but are not successful in securing this role, we will keep your application on file for 12 months unless you advise us to destroy this. We may contact you if alternative suitable vacancies arise.

**Return Completed Form To:-**

Email: Recruitment@lincolnshirerapecrisis.org.uk

|  |
| --- |
| **Personal details** |
| **Title:** |       | Last Name: |       |
| **First Names:** |       |
| **Address:** |       |
|  |       |
|  |       |
| **Postcode:** |       |
|  |
| **Home Telephone Number:** |       |
| **Mobile Telephone Number:** |       |
| **E-mail address:** |       |
| **Date of Birth:** |       |
| **National Insurance number:** |       |
| ***ALL OF OUR ROLES ARE OFFICE BASED – WE DO NOT OFFER HOME WORKING FOR ANY ROLES*** |
| What role are you applying for?  |       |
| **Are you eligible to work in the UK?** | **Yes** | [ ]  | **No** | [ ]  |  |
| **Are you able to commit to all of the dates detailed on the website?** | **Yes** | [ ]  | **No** | [ ]  |  |
| **Do you hold a full UK driving license?** | **Yes** | [ ]  | **No** | [ ]  |  |
| **Do have access to your own vehicle that you can use for work?**  | **Yes** | [ ]  | **No** | [ ]  |  |
|  |
| **Current Occupation:** |       |
| **Name of current employer or name of business if self-employed:** |       |
| **Work Address:** |       |
|  |       |
|  |       |
| **Postcode:** |       |
|  |
| **Work Telephone Number:** |       |
| **Mobile Telephone Number:** |       |
| Where did you see/hear about this vacancy? |       |
| What made you decide to apply for this role? *No more than 100 words*  |
| **ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A SUPPORT LINE & LIVE CHAT ROLE***For all other roles please skip and go to the next section - education and training***Please detail in the box provided the number of hours you are applying for** (min 16 max of 32 per week)      **Please tick which shifts you would be available to work or would prefer to work.** ***Please note the following:*** * Your shift selection here is a demonstration of what you would be available to work if offered a position.
* This is an office-based role – home working is not an option.
* Do not tick all the boxes unless you are truly available at these times.
* Our priority shifts that we need to cover are 20:00 – 00:00, 00:00 - 04:00 & 04:00 – 08:00
* You can combine two 4 hour shifts to work an 8-hour shift.
* All shift patterns offered at job offer will be fixed and cannot change.
* The shifts that you say you are available for may not be the shifts that we can offer you
* You can tick as many shifts as you would like to, if you are available for any shift pattern you can tick all boxes

**16:00 – 00:00 - 8-hour shift****Mon** [ ]  **Tue** [ ]  **Wed** [ ]  **Thurs** [ ]  **Fri** [ ]  **Sat** [ ]  **Sun** [ ] **20:00 – 00:00 – 4-hour shift****Mon** [ ]  **Tue** [ ]  **Wed** [ ]  **Thurs** [ ]  **Fri** [ ]  **Sat** [ ]  **Sun** [ ] **00:00 – 08:00 – 8-hour shift****Mon** [ ]  **Tue** [ ]  **Wed** [ ]  **Thurs** [ ]  **Fri** [ ]  **Sat** [ ]  **Sun** [ ]  |
| **Education and Training** |
| Qualification/Training                                                                                                                         | Start date                                                                                                                         | Finish date                                                                                                                         | Grade/level achieved                                                                                                                         | Name of School/University/Provider                                                                                                                         |
| **Previous employment & Volunteering – please provide details of all relevant employment and voluntary positions you have held** |
| Name of employer                                                                                                                    | Start date                                                                                                                    | Finish date                                                                                                                    | Job title and a brief description of your role                                                                                                                    | Reason for leaving                                                                                                                    |
| **Information in support of your application**  |
| Please use this section to provide us with **specific** information and examples demonstrating how you meet the **Essential Criteria** for this position. Please ensure your answer to this question is **no longer than four pages in total, in font no smaller than Arial pt. 12**. The information you give here will be used in the short-listing process when deciding to invite candidates to interview.       |
| **References** |
| **Please provide the name and contact details of two referees. If you are in work, volunteering or have been employed, your first referee must be your current or most recent employer or volunteer organisation. If you are self-employed, you should provide the details of your last employer as your first reference. You may not use relatives as referees. Please ensure that the email address is completed as this is our preferred method of contact.** |
| **Reference 1 – Current/Most Recent Employer** |
| **Name:** |  |
| **Referee’s Position (job title):** |  |
| **Relationship to you (i.e. manager):** |  |
| **Organisation/Company Name:** |  |
| **Dates Employed:** | **From:** |  | **To:** |  |
| **Address:** |  |
|  |  |
|  |  |
|  |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email\*:** |  |

\***must be filled in where possible**

|  |
| --- |
| **Reference 2** |
| **Name:** |  |
| **Referee’s Position (job title):** |  |
| **Relationship to you:** |  |
| **Organisation/Company Name:** |  |
| **Dates Employed:** | **From:** |  | **To:** |  |
| **Address:** |  |
|  |  |
|  |  |
|  |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email\*:** |  |

\***must be filled in where possible**

|  |
| --- |
| **Disability Discrimination Act (DDA)** |
| **Do you identify as having a disability or feel that you have a specific need that you wish to be taken into consideration?**  | **Yes** | [ ]  | **No** | [ ]  |
| **If there are any adjustments that you would like us to make prior to your interview you can detail them here or alternatively you can call us to discuss these. We will make no assumptions about your needs and we will not use any data from your completed equalities monitoring form to prepare for your interview. This information will not be considered as part of the selection process. If you think that you will need additional support or adjustments you will need to advise us of this. All information that you share with us is confidential and we will not discuss this with any other parties without seeking your permission first.** **Adjustment requirements:** |

|  |
| --- |
|  **Eligibility to Work in the United Kingdom** |
| **In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, we will need proof of your eligibility to work in the UK - please see attached sheet. Note: We will not be able to process your application without these documents.****Are you eligible to work in the UK?** | **Yes** | [ ]  | **No** | [ ]  |
| **If you are a Commonwealth citizen or a foreign national, is your stay in the UK free of restrictions?** | **Yes** | [ ]  | **No** | [ ]  |
| **Lincolnshire Rape Crisis Values** |
| **Feminism****We believe that sexual violence is both a cause and consequence of gender inequality. We are proud to be a feminist organisation and we will endeavour to fight for the rights of women and girls.****Equality****Equality is a fundamental human right. We recognise that our service users are discriminated against because of gender, religion, age, disability and sexual orientation. We are committed to fighting for the rights of women and girls and we will strive for inclusivity for all.****Choices****Offering service users choice is paramount to our work at Lincolnshire Rape Crisis. We will be led by the choices our Service Users make.****Empowerment****Lincolnshire Rape Crisis is committed to empowering women and girls and their rights. We support all service users using the empowerment model.****Respect****At Lincolnshire Rape Crisis everyone will be treated with dignity and respect. We will respect an individual’s life story and resilience and at all times survivors will be believed.****Trust****Service users can trust us to provide appropriate and safe spaces. Women can trust us to provide a women-only space where they can feel safe. We work transparently and honestly to encourage our Service Users and partnership organisations alike to view us as a service with integrity.****I have read and understood the Lincolnshire Rape Crisis Values and will commit to practice and actively promote them.** |
| **Yes** | [ ]  |  | **No** | [ ]  |

|  |
| --- |
| **Declaration** |
| **I agree to the information in this form being stored for the purposes of my application, for monitoring and for reasonable research into the application process, in accordance with the Data Protection Act. I confirm that I have completed this application form and that to the best of my knowledge the information I have provided in it is true, accurate and correct.** |
| Signed: |  | **Date:** |  |

|  |
| --- |
| **Diversity Recruitment Monitoring**  |

Lincolnshire Rape Crisis values the diverse nature of its staff and those using our services. We will ensure that this is reflected in all our practices, policies and services.

Our commitment to equality involves much more than positive action to promote equality and diversity and eradicate discrimination. It means that we are actively committed to encouraging and promoting the richness brought to the organisation by the diverse nature of our staff and service users.

Monitoring is essential to ensure that all our staff are receiving sound support and that our policies are being properly implemented. Your answers to the questions overleaf will provide statistical information to enable our recruitment process to be carried out effectively.

This sheet will be detached before your application is considered. Any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this form. This information forms no part of the application process and will be detached from your application on receipt.

Thank you.

Post Applied for:

Where did you see the post advertised?

|  |  |
| --- | --- |
| **Age**: | 17-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65 + [ ]   |
|  |  |
|  | Is your gender the same gender you were assigned at birth?Yes [ ]  No [ ]   |

**Racial/ethnic origin:** Please place an ‘X’ against one of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. White | B. Mixed/Dual Heritage | C. Asian or Asian British | D. Black or Black British | E. Chinese or Other Racial Group |
| British [ ]  | White & Black [ ] Caribbean  | Indian [ ]  | Black Caribbean [ ]  | Chinese [ ]  |
| Irish [ ]  | White & Black African [ ]  | Pakistani [ ]  | Black African [ ]  | Other racial group [ ]  |
| European [ ] Roma/Gypsy [ ]  | White & Asian [ ]   | Bangladeshi [ ]  | Other Black [ ]  |  |
|  | Other Mixed [ ]  | Other Asian [ ]  |  |   |
| Other White [ ]  |  |  |  |  |

 **Disability:** Please place an ‘X’ against any of the following

|  |  |
| --- | --- |
| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?*Under the Disability Discrimination Act 1995, a person is considered to have a disability if he/she has a physical or mental impairment that has a substantial and long term effect on his/her ability to carry out normal day to day activities.* Yes [ ]  No [ ]  If Yes, please specify the type of disabilityCommunication difficulties [ ]  Hearing impairment [ ]  Learning disability [ ]  Mental Health disability [ ]  Mobility disability [ ]  Visual impairment [ ]  Other …………… [ ]   | Other - please specify Are there any aids and/or adaptations required for recruitment tests and/or interview?Please specify  |

 **Religion or belief:** Please place an ‘X’ against one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| No Religion [ ]  | Buddhist [ ]  | Hindu [ ]  | Jewish [ ]  |
| Muslim [ ]  | Sikh [ ]  | Other [ ]  | Prefer not to say [ ]  |
| Christian [ ]  (including Church of England, Catholic, Protestant and all other Christian Denominations)How do you identify in terms of your gender?  |

 I identify as LGBTQI+ [ ]

 I do not identify as LGBTQI+ [ ]

***Thank you for your time and support in completing this form***