####

#### SASH Application Form

#### How to Apply

Please complete the attached form to apply for this post. Please do not include a CV – the shortlisting process will only look at information included on this form.

All sections of the form must be completed. Please send your application to:

**recruitment@sash-uk.org.uk**

The closing date for applications is **5pm** **on Wednesday 8 January 2020.**

#### Rehabilitation of Offenders Act

This post within Safe and Sound Homes is exempt from the Provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants for these posts are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. You may also be subject to a Disclosure and Barring Service check.

#### References

Please provide the name and address of two referees from whom we may seek information regarding your suitability for employment. References will not be sought until after interview. If you are currently employed, one of the referees must be your current employer. Otherwise, it must be your most recent employer. Family members, former or current partners and close friends are not acceptable referees.

**Equality Act 2010**

We will not enquire about health and disability as part of the application process except to :

* help decide if you can carry out a task that is an essential part of the work
* help find out if you can take part in an interview
* help decide if the interviewers need to make reasonable adjustments for you in a selection process.

**Appointment**

Any appointment may be subject to a Disclosure and Barring Service check. We will contact referees. You will be asked to provide evidence of eligibility to work in the UK, appropriate qualification(s) and membership of relevant professional body.

**How We Use Your Personal Information**

* We will use the information given on your application form in order to consider whether to invite you for an interview and/or offer you the post for which you have applied.
* We may use your email address in order to communicate with you about progress with your application.

Application Form for the Post of: **Communications Coordinator**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Evening tel** |  |
| **Daytime tel** |  |

**National Insurance Number:**

#### Where did you hear about this post?

## Referees

Please give the names/addresses of two referees. If you are currently employed, one of the referees must be your current employer.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Position** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Relationship to you** |  |  |

#### Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence? **YES/NO**

Nature of the offence:

Date of conviction:

Please give additional details of any convictions on a separate sheet if necessary.

**The information on this application form is true and correct to the best of my knowledge and belief:**

**Signed: Date:**

**Education** (*most recent first)*

Please summarise most relevant education with qualifications gained, if any.

|  |  |  |
| --- | --- | --- |
| Dates | Course/Institution | Qualifications |
|  |  |  |

**Training** (*most recent first)*

Please summarise most relevant training with qualifications gained, if any.

|  |  |  |
| --- | --- | --- |
| Dates | Course/Institution | Qualifications |
|  |  |  |

**Employment History**

#### Current/Most Recent Post

**Name and Address of Employer:**

**Start Date: End Date: (if appropriate)**

**Salary:** *(present/most recent salary)* **Hours per week:**

**Amount of notice required:**

**Reason for leaving:**

**Job Title:**

**Brief Description of Job and Main Duties:**

#### Details of Previous Relevant Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Job Titles/Main Duties | Reason for Leaving |
|  |  |  |  |

#### Voluntary/Unpaid Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Hours/Week | Organisation | Brief Details of Duties |
|  |  |  |  |

**Abilities, knowledge and experience relevant to this post:**

Please give your reasons for making this application. You need to read the job description and person specification carefully, then explain how your skills, abilities, knowledge and experience fit this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities, training, and anything else you think is relevant to this post.

*Please continue on a separate sheet if needed*