**Stay Safe East**

**Application Form**

**Summer 2023**

**Name of post applied for: Independent Disability Domestic Advocate**

**Please complete the form below. Please type your replies in 16 point print**.

If you have difficulties with completing boxes, please let us know and we will send you a plain text document. Please do not forget to tell us on the last page about your access or communication needs if you are called for interview.

**1. Your personal details**

**Full Name:**

**Address:**

**Postcode:**

**Telephone:**

**Mobile phone** (please say if voice or SMS text):

**E-mail:**

**2. Education & Training**

**2a. Please tell us about your education and any qualifications gained. This can include adult education or vocational courses. Please state dates.**

|  |  |  |
| --- | --- | --- |
| **Dates** | **School, college, university, training centre etc** | **Course & Qualifications** |
|  |  |  |

**2b. Please tell us about any relevant training you have attended, including any qualifications or accreditation. Please state dates.**

**3. Employment and voluntary work**

**Please give details of your employment history for the last 6 years only. This includes any relevant voluntary work.**

Please start with your most recent job. Please give the date when you started that job and when you left, the name and location of the employer, the title of the job and what your job/voluntary work responsibilities were.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name and details of Employer** | **Job title and main responsibilities** |
|  |  |  |

**4. Your skills and experience**

**Please tell us about the skills and experience you have that are relevant to this job***.* It is essential that you match your skills and experience to the list of essential and desirable skills and experience in the Person Specification. You can group them if you want. Please use extra sheets if you need more space (maximum 3 pages of A4 in 16 point print).

**5. Any other information**

Please include any other information you think is relevant for this application including why you are interested in this job.

*(no more than 500 words please)*

**6. References**

Please give the names and contact details of two people or organisations who could provide a reference for you. One should be your current or most recent employer or organisation you have volunteered for. Referees must not be family members. We will only take up references after interview.

**Reference 1**

**Organisation:**

**Name of person to contact:**

**Address:**

**Tel: e-mail:**

**How do you know this person/organisation?**

**Reference 2**

**Organisation:**

**Name of person to contact:**

**Address:**

**Tel: e-mail:**

**How do you know this person/organisation?**

**7. Statement**

**To the best of my knowledge, the information I have given on this application form is true and accurate.**

**Name (please print name)**

**Signature Date:**

**Please return this completed application form and the attached monitoring form to:**

**e-mail to** [**recruitment@staysafe-east.org.uk**](mailto:recruitment@staysafe-east.org.uk) **by Tuesday 22nd August at 5pm**

**Please mark the e-mail with the job title in the subject header of the email.**

**Please do not attach CVs as these will not be read by the panel.**

**Important: Please ensure you return the forms as typed word document in 16 point, not as a PDF or handwritten document; this is so all forms are accessible to members of the interview panel.**

***Please do not forget to complete the next page if you have any access or communication needs we will need to meet if you are invited for interview.***

***Please also complete and return the separate diversity monitoring form. Thank you.***

**Meeting your access and communication needs at interview**

The interview will be by Zoom or face to face in our office. If you are offered an interview, our administrator will contact you to set up the interview.

The interview will be a series of questions from the panel. We will also ask interviewees to consider a case study and present their feedback to the panel.

**Your name:**

**Your contact phone/sms text or e-mail so we can contact you if we need to check anything:**

**I do/ don’t have any access needs for interviews Yes/ No**

**I will be willing to attend a face-to-face interview Yes/No**

**Please state below if you need any access or communication support if you are called for interview. This information will only be used to make sure you have the right support at interview. If you require a BSL interpreter, please let us know as early as possible.**