Title: Refuge Administrator

Reference:

This form can be completed in either your own writing or electronically. CV’s will not be accepted. Please read all the instructions carefully before completing this form and return the completed form to: EDAN Lincs Domestic Abuse Service, PO Box 125, Lincoln, LN1 1HA or email to [info@edanlincs.org.uk](mailto:info@edanlincs.org.uk)

**Personal Details:**

|  |  |
| --- | --- |
| Surname: | Preferred title (if any): |
| Forename(s): |  |
| Home address:  Postcode: | Correspondence address:  *(if different from home address):*  Postcode: |
| Telephone number(s) *(list only those you may be contacted on during business hours):* |  |
| Email address (note as above): |  |
| yes no (please ✓)  Car driver:  Full driving licence: | yes no  Full use of car:  Do you need a work permit? |
| In the last 12 months, how many days absence have you had for sickness? |  |
| **Rehabilitation of Offenders Act 1974 – notice to applicants**  Because of the nature of the work, where postholders will have access to young persons, they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants for this post are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions will result in disciplinary action or dismissal. This information will be treated as confidential and will be considered only in relation to posts to which the order applies.  yes no  Do you have any criminal convictions to disclose?  and if “yes”, please give details: | |

**Previous Employment:** Start with current/most recent employer and include voluntary work. Use an additional sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and nature of business | Position held  and brief description of duties | From – To  Month/Year | Reason for leaving |
|  |  |  |  |

**Education and Training:**

|  |  |  |
| --- | --- | --- |
| School/College  University/etc | Course title and any qualification gained | From – To  Month/Year |
|  |  |  |

**Personal Statement:** Please give a concise account of how your experience, skills and knowledge are relevant to this post and the work involved. Make sure you have first read the job description and person specification carefully, and use this section to demonstrate how you meet the criteria, giving examples where possible. Remember to include any voluntary work, involvement with women’s, community or voluntary organisations and like experience, as well as your present or previous employment. Use an additional sheet if required.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**References:**

Please give the names and addresses of two business or professional referees **(NOT relatives, partners or personal friends)**. These should include your present or, if currently unemployed, your most recent employer. Students should give the name of their Course Tutor or Head Teacher, as appropriate.

If a referee knows you by a name other than the surname shown overleaf, please state that name here, indicating referee 1 or 2:

If you do not wish your present employer to be contacted at this stage, please write **“No”** in the box:

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Position/Title: | Position/Title: |
| Address:  Postcode: | Address:  Postcode: |
| Telephone: | Telephone: |
| Email: | Email: |
| Capacity in which referee knows you: | Capacity in which referee knows you: |

EDAN Lincs is committed to safeguarding and promoting the welfare of people experiencing domestic abuse, children, young people and vulnerable adults. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. **DBS, identity checks, references and qualifications will be verified for all employees.**

**Declaration**

*I hereby declare that the information given in my application is correct to the best of my knowledge.*

Signature: Date: