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Survivors' Network Application Form

DO NOT SUBMIT CURRICULUM VITAE WITH THIS APPLICATION FORM

Please complete this application form by typing or writing in black ink and return it to the address below.

Confidential Application

Welcome Worker – Full time

6A Pavilion Buildings, Brighton, BN1 1EE or email: admin@survivorsnetwork.org.uk

|  |  |
| --- | --- |
| Closing Date | Tuesday 21st July, 9am |
| Interview Date | Friday 24th July |
| Position Applied for | Welcome Worker |
| How did you hear of the opportunity? |  |

# **Personal Details**

|  |  |
| --- | --- |
| Last Name |  |
| First Name (s) |  |
| Address for Correspondence |  |
| Post Code |  |
| Daytime telephone no. |  |
| Evening telephone no. |  |

Present or most recent work (Paid, voluntary or caring)

|  |  |
| --- | --- |
| Employer’s name and address |  |
| From:  |  |
| Employer’s telephone no |  |
| Position held |  |
| Salary |  |
| Principal Duties |  |

Previous Employment

Please include voluntary work and any other relevant experience

Please use additional sheets where required

|  |  |  |
| --- | --- | --- |
| Employers name:  | From: | To:  |
| Job title: Principal duties: |
| Employers name:  | From: | To:  |
| Job title: Principal duties: |
| Employers name:  | From: | To: |
| Job title: Principal duties: |
| Employers name:  | From: | To:  |
| Job title: Principal duties: |

Education and Qualifications

Please give brief details of courses attended and examination results. Please indicate any language skills

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| --- |
| School/College/University/Further Education |
| From: | To: | Examination results (subjects, levels/grade attained) |
| Professional Qualifications / Membership of Professional Bodies |
| From: | To: | Examination results (subjects, level/grade attained)or membership details  |
| Other relevant training courses attended |
| From: | To: | Qualification achieved (if any) |

This section of the form tells us about your skills, knowledge, experience, and attributes. Please read the Job description and Person Specification carefully and respond to the criteria listed in the person specification as headings for your responses. Describe how these relate to the criteria by giving clear examples. For example, it is not enough to tell us that you are a good communicator, give us an example of a situation in which you had to deploy your communication skills and what the outcome was.

We have asked you to detail how you meet the essential criteria and the desirable separately. This makes it easier for our short-listing panel. Please ensure that you give as much detail as you can under each of these headings. Do not rely on information listed in the previous sections.

Knowledge, skills, and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school-based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name and the position you are applying for.

|  |
| --- |
| Essential CriteriaExperience of working with vulnerable or traumatised individualsExperience of administrative work and ability to manage and prioritise a high volume of different tasks in an efficient and careful mannerExperience of carrying out assessments / interviews with clients in person and over the phoneKnowledge of safeguarding procedures and experience of working with people who may be at risk of harmConsiderable experience in software packages e.g. OfficeCommitted to personal development and having the ability to critically assess own performance and engage in reflective practiceExcellent written and oral communication skillsSelf-motivated and focussed on delivering high quality services with an ability to function effectively in high-pressure situationsCommitment to self-care and maintaining appropriate professional boundariesAbility to think creatively and show initiativeCommitment to the vision, mission, and values of Survivors' NetworkCommitment to anti-discriminatory practice, equal opportunities, and an intersectional understanding of feminism. |
| Desirable CriteriaKnowledge and understanding of the issues relating to sexual violenceKnowledge and understanding of the barriers survivors face in accessing services and how to address theseExperience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership workingExperience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practicesExperience of managing cases on an online case management systemKnowledge of the criminal justice system and other options available to survivors of sexual violence  |

References

Please give names and addresses of two referees. Where relevant, one of these should be either your present or most recent employer, college or school supervisor. (Friends and relatives may not be used as references).

|  |  |
| --- | --- |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Position:  | Position:  |
| Telephone No.:  | Telephone No.:  |
| Email:  | Email:  |

I declare that to the best of my knowledge the information given on this form is correct. I understand that any attempt to canvass members of the Management Committee or Recruitment Panel will lead to me being disqualified from the recruitment process. ****I declare that I have no close personal or other relationships with any existing member of staff of member of the Management Committee that may cause a conflict of interest.****

|  |  |
| --- | --- |
| Signature:  | Date:  |