

Survivors' Network

Application Form

DO NOT SUBMIT CURRICULUM VITAE WITH THIS APPLICATION FORM

Please complete this application form and return it by email to Suzanne at: admin@survivorsnetwork.org.uk

Confidential Application

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| --- | --- |
| Closing Date | 9am on 11/03/2021 |
| Interview Date | 22/03/2021 via Zoom |
| Position Applied for | Independent Sexual Violence Advisor (ISVA) - West Sussex |
| How did you hear of the opportunity? |  |

# **Personal Details**

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

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

|  |  |
| --- | --- |
| Employer’s name and address |  |
| From:  | To:  |
| Employer’s telephone no |  |
| Position held |  |
| Salary |  |
| Reason for leaving |  |
| 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:Reason for leaving: |
| Employers name:  | From: | To:  |
| Job title: Principal duties:Reason for leaving: |
| Employers name:  | From: | To: |
| Job title: Principal duties:Reason for leaving: |
| Employers name:  | From: | To:  |
| Job title: Principal duties:Reason for leaving: |

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.

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| Essential Criteria**Experience of working with vulnerable or traumatised individuals****Knowledge of the issues relating to sexual violence including the barriers survivors face in accessing services and how to address these****Experience of working with safeguarding issues**Experience of carrying out risk assessments, safety and support planning**Knowledge of the criminal justice system (particularly police and court procedures) and other options available to survivors of sexual violence****Experience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership working****Experience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practices****Considerable experience in software packages e.g., Office****Awareness of the impact of trauma and a commitment to providing a trauma-informed service****GENERAL:****Committed to personal development and having the ability to critically assess own performance and engage in reflective practice****Excellent written and oral communication skills****Self-motivated and focused on delivering high quality services with an ability to function effectively in high-pressure situations****Commitment to self-care and maintaining appropriate professional boundaries****Ability to think creatively and show initiative****Commitment to the vision, mission and values of Survivors' Network** **Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism****Full clean driving licence and access to a vehicle** |
| Desirable Criteria**ISVA or relevant professional qualification****Good knowledge of relevant organisations working across West Sussex** |

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.****

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