

Guidelines for applicants

Upon completing the application form, please make sure that you:

- Have read the background information for applicants.
- Can demonstrate how you meet the criteria listed on the person specification according to the items to be considered in the application form, which is on the last page of the job description. Wherever possible, give examples; or fully explain how the criteria relate to your experience, knowledge and understanding and skills and abilities.
- Complete all sections **in English** using **black ink or type**.

We do not accept CVs; only completed application forms will be considered in the shortlisting process.

We regret that applications sent **after the closing date** cannot be accepted as this would be unfair to other applicants.

All information will be treated as strictly confidential.

Only applicants with the right to work in the UK covering the duration of the contract will be considered for this position.

Please complete this application form and send it in **Word format**, along with a completed equal opportunities monitoring form via email to hr@safehouse.org.uk.

Late applications cannot be accepted. Due to administrative costs, we are unable to write individually to applicants who are not shortlisted. If you do not hear from us within two weeks of the closing date to send your application, please assume that you have not been shortlisted for an interview.

We wish you the best of luck with your application!

Job you are applying for:

1. Personal details

Preferred pronoun:

Surname:

First name:

Address:

Telephone:

E-mail:

2. References

Please give the name and addresses of two referees, indicating in what capacity you know them. At least one of them must be your most recent employer. We will only seek references if you are offered the post, but these will be required before any formal offer can be made.

Name:

Address:

Daytime contact number:

Email:

Relationship to the referee?

Name:

Address:

Daytime contact number:

Email:

Relationship to the referee?

3. If you are currently employed, what period of notice are you required to give?

4. If you have a disability, do you have any requirements if you are shortlisted for an interview? Please specify.

5. Education and Training

Please give details of any qualifications/skills you have and of training taken, including training relevant to this position.

Dates attended	Name and address of University/College, etc.	Courses taken	Qualifications gained

6. Current/most recent employment

Please give details of your present or most recent employment

Employer's name:	
Address:	
Telephone number:	
Post held:	
Dates employed from:	To:
Brief description of responsibilities:	

7. Work Experience

Please provide a summary of your work experience in past employment, both paid and unpaid (volunteering). Wherever possible, give examples or fully explain how your work experience meets the person specification criteria provided in the job description for this post. This is on the last page of the job description document.

If you require more space for your answer, please include this information on additional pages.

Dates	Employer's name and type of business	Post held	Brief description of duties	Reason for leaving

8. Languages spoken:

Language	Written (Basic, Good, Fuent)	Spoken (Basic, Good, Fluent)

9. Knowledge and understanding and skills and abilities

In this section, please state how your knowledge and understanding and skills and abilities meet the person specification criteria provided in the job description for this post. This is on the last page of the job description document.

Please refer to the criteria marked with a tick in the application form column when completing this section of the application form. The criteria items ticked in other columns (interview and exercise) will be scored at later stages of the recruitment process.

If you require additional space, you may continue on no more than **two** additional pages.

10. Permission to work in the UK:

Do you have permission to work in the UK?

In order to take up any appointment with LAWRS you must provide evidence of your eligibility to work in the UK covering the full duration of the contract.

YES NO

11. Rehabilitation of Offenders Act 1974

If you have been convicted of a criminal offence which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details:



12. Consent

I consent to receive future LAWRS' vacancies information. I understand I can withdraw my consent at any time.

YES NO

13. Declaration

I declare that all information given on this job application form is true and correct to the best of my knowledge.

Signature of applicant:
Date: