Dear Applicant

Thank you for enquiring about a vacancy in Grampian Women’s Aid.

With this letter you will find;

* Grampian Women’s Aid Information Sheet
* Application Guidance Notes
* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Please complete and return your application in line with the application form guidelines, before the closing date given in the advertisement.

Shortlisting for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible, individual applications are not acknowledged. If you have not heard from us within 4 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Please return your completed application form either by email or post it to the appropriate address below.

Applications should be received by Grampian Women’s Aid by **4pm Friday 17th November 2023** to:

By email; [info@grampian-womens-aid.com](mailto:info@grampian-womens-aid.com)

Or

The Manager

Grampian Women’s Aid

The Gatehouse

Quarry Road

Aberdeen

AB16 5UU

Please note applications are preferred to be received by email, we cannot guarantee safe receipt of any information sent via normal mailing routes.

**Grampian Women’s Aid Information Sheet**

Grampian Women’s Aid have 45 years experience of providing domestic abuse services in Aberdeen and Aberdeenshire. It is a free, confidential and independent service run by women for women, children and young people experiencing or escaping domestic abuse.

Our aims are;

* To support women, children and young people who are experiencing, or have experienced domestic abuse
* To raise awareness about domestic abuse and its effects on women, children and young people
* To work with relevant statutory and voluntary agencies to improve their policies and practice responses to women, children and young people experiencing domestic abuse

We also provide the following services;

* Refuge Service – emotional support, advocacy, practical support in our safe accommodation
* Outreach Service – reaching out to support women who are not in Refuge and living in the community by offering one to one or group support and information
* Children and Young People’s Service – using creative and expert skills to support children and young people either in Refuge or in the community
* Training and Development Service – we provide a range of training and development sessions to increase understanding & awareness, skills and knowledge of domestic abuse issues to employers, agencies and organisations who support women, children and young people experiencing domestic abuse
* Representation – on various panels and agency forums

Grampian Women’s Aid believe in empowerment. This means that we believe our service users and we take them seriously. We discuss available options and let them make their own choices. We are committed to equal opportunities and anti-discriminatory practice in all our work and services.

**Application Guidance Notes**

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

**General Points**

* It is an occupational requirement that applications are open to women only, as permitted under Schedule 9 of the Equality Act 2010.
* Please complete the application form in type or black ink.
* CV’s alone will not be accepted.
* If you need any help completing the form, please contact us by email.
* If you have not heard from us within 4 weeks of the closing date, please assume that you have not been shortlisted.

**Qualifications and Training**

* Please only tell us about any qualifications and training which are relevant to the post you are applying for.
* If your application is successful, you will need to provide us with original documentation to support any qualifications or awards you have disclosed in the recruitment process.

**Employment Experience**

* Please provide details of your employment, past and present. If you have developed relevant skills through voluntary work please include them in this section.
* Please ensure you account for any gaps in your education and employment history.

**Supporting Statement**

* This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification for the job.
* It is essential to relate your experience to the information given in the job description by giving specific examples.
* Remember that your skills may have been developed outside of work.
* Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

**Diversity Monitoring**

* Grampian Women’s Aid is committed to equal opportunities in our recruitment process. As part of our commitment to make equal opportunities a reality, we monitor the response to our job vacancies.

**Disqualification from working with children or vulnerable adults**

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified in the section Criminal Convictions.

**Returning the form**

* You should keep a copy of the form if possible, as the interview may include questions about the information given.
* Please return your completed application form as instructed in the accompanying letter, by the closing date. Applications received after the closing date will not be considered.

**Grampian Women’s Aid Application Form**

**Section A: Personal Details**

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| **Post Applied For** |
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| First Name: | Surname: |
| Home Address:  Post Code: | |
| Telephone No: | |
| Mobile No: | |
| Email: | |

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| **Eligibility to Work in the UK** |

Do you have a legal right to work in the UK? YES  NO

If you are selected for interview you will be asked to provide evidence that you have the legal right to work in the UK, at the interview.

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| **Criminal Convictions** |

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work of Grampian Women’s Aid.

Have you ever been convicted of a criminal offence? YES  NO

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| If yes please provide details; |

If successful at interview, you will be required to complete a Protection of Vulnerable Group Scheme membership form on which you will be asked to disclose any criminal offences of which you have been convicted.

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| **Protection of Vulnerable Groups (Scotland) Act 2007** |

Are you a member of the PVG Scheme? YES  NO

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| Membership Number |  |

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| **SSSC Registration** |

Are you registered with the SSSC? YES  NO

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| Certificate Number |  |

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| **Driving License** |

Do you have a driving license and have full access to a vehicle? YES  NO

**Section B: Experience, Qualifications and Skills**

**This section will be used for shortlisting purposes so please answer all questions as fully as possible to help you to demonstrate experience and ability for the post you are applying for.**

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| **Education History** |

You will be required to provide original copies of all educational qualifications that you declare in this section of the application form.

Please provide details and results of any examinations taken. This should include course title, level of study, result and year gained.

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| Course Title & Level of Study | Date Achieved | Result |
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| **Personal Development** |

Please provide details of any courses, membership or voluntary work which you consider relevant to this application.

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| **Current/ Most Recent Employment** |

Please tell us about your current or most recent employment.

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| Employer: | Start date: |
| Address: | End date (if applicable): |
| Job Title: |
| Salary:  Hours per week: |
| Brief Outline of Duties, Responsibilities and Key Achievements: | |
| Reason(s) for Leaving & notice period: | |
| If not currently in paid employment, please tell us what you are presently doing. For example, you may be in voluntary employment, studying or unemployed: | |

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| **Previous Work Experience (Paid or Unpaid)** |

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| --- | --- | --- | --- |
| Start  Date | End  Date | Employer’s name and address including post code | Job title, brief outline of duties, responsibilities and key achievements |
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| **Supporting Statement - Relevant Skills, Experience and Achievements** |

Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. Use additional sheets if necessary.

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| **What is your understanding of domestic abuse?** |

In 200 words or less, tell us your understanding of domestic abuse.

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| **References** |

Please provide the details of two referees, one of whom should be your present or most recent employer. References will only be sought for successful applicants.

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| **First Referee Details** | Relationship to you: |
| Name: | Organisation Name & Job Position: |
| Email Address: | Tel No: |
| Full Company Address: | |

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| **Second Referee Details** | Relationship to you: |
| Name: | Organisation Name & Job Position: |
| Email Address: | Tel No: |
| Full Company Address: | |

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| **The Data Protection Act 2018** |

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

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| **Declaration** |

I declare that the information contained in this application is correct and complete. I understand that Grampian Women’s Aid reserves the right to withdraw an offer of employment or to terminate employment already commenced if the information provided is inaccurate.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:**

**Date:**

**Equal Opportunities Monitoring Form**

Grampian Women’s Aid is committed to promoting quality of opportunity. You are not required to answer any or all of the questions, but it would assist us in monitoring the effectiveness of our recruitment and selection policy.

The information you provide is for monitoring purposes only and will not be used as part of the recruitment and selection process. This section will be removed before the shortlisting process. The information will be treated in the strictest confidence.

If returning by post, please return in a sealed envelope marked confidential.

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| **Post Applied For** |
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| **Age** *(please tick)* |

* Under 20
* 20-30
* 31-40
* 41-50
* 51-60
* Over 61
* Prefer not to say

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| **Ethnic Origin** |

**A White**

* British
* Irish
* Any other White background (please specify)

**B Mixed**

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background (please specify)

**C Asian or Asian British**

* Indian
* Pakistani
* Bangladeshi
* Any other Asian background (please specify)

**Black or Black British**

* Caribbean
* African
* Any other Black background (please specify)

**D Chinese or other ethnic group**

* Chinese
* Any other Chinese background (please specify)

**E Other Ethnic background**

* Other Ethnic background

**F Prefer not to say**

* Prefer not to say

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| **Religion or Religious Belief** |

* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other
* Prefer not to say

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| **Sexuality** |

* Bisexual
* Gay
* Heterosexual
* Lesbian
* Other
* Prefer not to say

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| --- |
| **How would you describe your gender?** |

* Female
* Male
* In another way
* Prefer not to say

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| **Have you ever identified as a Trans or Transgender person\*?** |

* Yes
* No
* Prefer not to say

\*Equality organisations use the terms "transgender" and "trans" as inclusive umbrella terms for a diverse range of people who find their gender identity differs in some way from the sex they were originally assumed to be at birth.

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| **Do you consider yourself disabled, have an impairment, health condition or learning difficulty?** |

* Yes
* No
* Prefer not to say

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| **If you have an impairment, health condition or learning difficulty, please select all those on the list that apply.** |

* You have a social/communication impairment such as a speech and language impairment or Asperger’s syndrome/other autistic spectrum disorder

* You have a learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate) such as Down’s Syndrome

* You are blind or have a visual impairment uncorrected by glasses
* You are deaf or have a hearing impairment

* You have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

* You have a mental health difficulty, such as depression, schizophrenia or anxiety disorder
* You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
* You have a physical impairment or mobility issues, such as difficulty using your arms, legs or using a wheelchair or crutches
* You have a disability, impairment or medical condition that is not listed above
* Prefer not to say
* Other – Please specify

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