

January 2020

Dear applicant

Thank you for your interest in the vacancy of **Business Support General Assistant**

 . The following documents are enclosed in this application pack:

* Application form
* Monitoring form
* Equal Opportunities Statement

The Job description and person specification are available on our website.

**Closing date** for applicationsis **Monday 27th January at 9am** with interviews being held date TBC.

**CVs will not be accepted.**

Applications will be assessed and shortlisted against the person specification so please make sure that you cover all the points in your application.

Due to the volume of applications we receive, we are not able to provide feedback on non-shortlisted applications. However, feedback will be provided to candidates who attend interviews.

An enhanced DBS check will be carried out prior to appointment.

**It is an Occupational Requirement that applications are open to women only, as permitted under Schedule 9, Part 1, of the Equality Act 2010.**

**Please return all completed application forms to Juno Women’s Aid Recruitment, 30 Chaucer Street, Nottingham NG1 5LP OR email to** **vacancy@JunoWomensAid.org****.uk**

Once again thank you for your interest and good luck with your application.

Yours sincerely

The Recruitment Team



**Juno Women’s Aid**

Business support General Assistant

Application form

Please complete this form and return it to:- **vacancy@JunoWomensAid.org.uk** or post to Juno Women’s Aid Recruitment, 30 Chaucer Street, Nottingham NG1 5LP.

Applicants should refer to the accompanying job description and person specification when completing this form. Please do not send a CV or other supporting material

**Please complete all questions**

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| --- |
| **Your name and contact details:**  |
| **Title** |  |
| **Last name** |  |
| **First name(s)**  |  |
| **Address** |  |
| **Postcode**  |  |
| **Telephone number**  |  |
| **Mobile** |  |
| **Email Address** |  |
| **NI number** |  |
| **Are you, or have you been known by any other name?** | Yes [ ]  No[ ]  Don’t Know [ ]  |
| **If yes, please give details** |  |

**Please note** that withholding information about being known by any other name could amount to gross misconduct.

|  |  |
| --- | --- |
| **To the best of your knowledge, are any relatives or family members employed by Juno Women’s Aid?** | Yes [ ]  No[ ]  Don’t Know [ ]  |
| **If yes, what is your relation with them?** | Yes [ ]  No[ ]  Don’t Know [ ]  |
| **Are you a member of the DBS update service?** | Yes [ ]  No[ ]  Don’t Know [ ]  |
| **If yes, do you give us permission to access this information?**  | Yes [ ]  No[ ]  Don’t Know [ ]  |

**1. Work experience (paid and unpaid)**

Please begin with your most recent occupation (in chronological order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job title** | **Dates from/ to** | **Employer** | **Key tasks** | **Current salary**  | **Reason for****leaving** |
|  |  |  |  |  |  |

**2. Education/training/qualifications (gained or being studied for)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/college/university** | **From To** | **qualifications** | **date** |
|  |  |  |  |

**Relevant non-accredited courses attended**

|  |  |  |
| --- | --- | --- |
| **Course** | **From To** | **Organisation** |
|  |  |  |

**3. Skills experience and knowledge**

Using the spaces underneath each box, please use your experience, ability and skills to demonstrate how you meet each of the criteria below. Shortlisting will be based on your ability to demonstrate this.

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| 1. Able to record and précis information produce minutes and letters.  |
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| 2. Ability to maintain manual and computerised systems. |
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| 3. Ability to work within strict procedural guidelines. |
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| 4. Ability to touch type or fast typing skills |
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| 5. Ability to communicate effectively verbally and in writing |
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| 6. Sensitive to the needs of service users |
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| 7. Able to grasp complex information in verbal and written form. |
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| 8. Ability to maintain confidentiality |
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| 9. Ability to deal with stressful situations and disturbing information |
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| 10. Experience of working as an effective team member. |
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| 11. Ability to work on own initiative |
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| 12. Prioritising and organisational skills |
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| 13. Experience of working within a busy environment |
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| 14. Ability to use information technology e.g. word excel, powerpoint, databases, internet, social media and email. |
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| 15. A commitment to Juno’s equality and diversity policy. |
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| 16. A willingness and ability to attend meetings in places outside Juno |
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| 17. Must have enhanced DBS clearance |
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**4. Referees**

We require two referees, one of whom should be your current or last employer, (if any). References will only be taken up on the successful applicant, after the interview.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Email |  |  |
| Occupation |  |  |
| Relationship to you |  |  |

### 5. Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of Juno Women’s Aid work and is subject to an enhanced DBS check.

|  |  |
| --- | --- |
| **Have you ever been formally cautioned or convicted of any criminal offence?** | Yes [ ]  No[ ]   |

The successful applicant will be given the opportunity to discuss this further if required.

### 6. Data protection

In accordance with the General Data Protection Regulation, Juno Women’s Aid will rely on the legitimate interest to use your personal information to process your application. We have a legitimate organisational interest to use your information to process your application and to respond to you regarding your application.

Juno Women’s Aid will collect and retain your application form and your personal information for a period of 6 months from the date of application (if unsuccessful). For more information please refer to Juno Women’s Aid Privacy & Cookies Policy on the website.

|  |
| --- |
| **I certify that the information contained in this form is correct.**Signed Date |

|  |  |
| --- | --- |
| Please indicate where you saw this vacancy:  |  |



**Juno Women’s Aid**

Monitoring form

Juno Women’s Aid is committed to promoting and valuing equality and diversity and we seek to recruit staff who contribute to the diversity of the organisation. In order to monitor the effectiveness of the Juno Women’s Aid Equality and Diversity Policy and to ensure that no direct or indirect discrimination is taking place, all staff and candidates are asked to complete the Juno Women’s Aid Equalities Monitoring Form. Juno Women’s Aid assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our HR department.

**Monitoring questions:**

**How would you describe your ethnicity?**

Choose ONE section from A to E, and then tick the appropriate box

**A** **WHITE**

 [ ]  British (English/Welsh/Scottish/Northern Irish) [ ]  Irish

 [ ]  Gypsy or Irish Traveller

 [ ]  Any other White background, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B** **MIXED/MULTIPLE ETHNIC GROUPS**

 [ ]  White & Black Caribbean [ ]  White & Black African

 [ ]  White & Asian

[ ]  Any other mixed/multiple ethnic background, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C** **ASIAN/ASIAN BRITISH**

 [ ]  Indian [ ]  Pakistani

 [ ]  Bangladeshi [ ]  Chinese

 [ ]  Any other Asian background, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D** **BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH**

 [ ]  African [ ]  Caribbean

 [ ]  Any other Black/African/Caribbean back ground, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E** **OTHER ETHNIC GROUP**

 [ ]  Arab

 [ ]  Any other ethnic background, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F** [ ]  Prefer not to say

**What is your first language?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you speak any other languages, if so which?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability & Limiting Long-Term Illness (LLTI)**

The **2010 Equality Act** defines disability as ‘a physical or mental impairment which has a substantial and long term adverse [negative] effect on a person’s ability to carry out normal day to day activities.

**‘Long Term’** is defined as lasting at least 12 months, where conditions can sometimes fluctuate (sometimes absent or less severe)

**Do you consider yourself to have a disability or limiting long-term illness (LLTI)?**

 [ ]  Yes [ ]  No [ ]  Prefer not to say

**If yes, please tick any of the following that apply;**

 [ ]  Physical [ ]  Learning

 [ ]  Mental Health [ ]  Deaf/Hearing impaired

 [ ]  Blind/Visually impaired [ ]  Prefer not to say

 [ ]  Other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you describe yourself as?**

 [ ]  Female [ ]  Trans Male to Female

 [ ]  Prefer not to say [ ]  Other, please state \_\_\_\_\_\_\_\_\_\_\_

**Please indicate your age bracket**

 [ ]  18 – 19 [ ]  50 - 59

 [ ]  20 – 29 [ ]  60 +

 [ ]  30 – 39 [ ]  Prefer not to say

 [ ]  40 - 49

**What is your sexual orientation?**

 [ ]  Bisexual [ ]  Gay Woman / Lesbian

 [ ]  Heterosexual / Straight [ ]  Prefer not to say

 [ ]  Other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick the box that best describes your religion and belief:**

 [ ]  Buddhist [ ]  Christian

 [ ]  Hindu [ ]  Jew

 [ ]  Muslim [ ]  Sikh

[ ]  No Religion [ ]  Prefer not to say

 [ ]  Other Religion or Belief, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equality and Diversity Policy statement**

We are an organisation run by women for women and children and are committed to promoting and valuing equality and diversity in all of our activities. We welcome and celebrate the richness and diversity of the communities in Nottinghamshire and are strongly committed to achieving equal opportunities and access for all in society.

We seek to create conditions whereby all staff and volunteers are treated solely on the basis of their merits, abilities and potential, regardless of age, appearance, body size, caring responsibilities, caste, class, culture, disability, ethnic or national origin, family circumstance, gender, gender reassignment, HIV status, homelessness, immigration status, learning ability nationality, race, religious or political beliefs, sexual orientation or other irrelevant distinction.

Equality and diversity is the cornerstone of all of our policies and procedures. We are proud of our diversity and the actions we take to eliminate discrimination and prejudice, to ensure inclusion and engagement for everyone who works and volunteers with us or wishes to use our services. We will continue to strive towards a culture that is diverse and which recognises and develops the potential of all our staff, volunteers and service users.