

Dear applicant

Thank you for your interest in one of our vacancies.

 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.

**Please note, we do not accept CV’s**

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**

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 note we do not accept CV’s, other supporting material or incomplete applications.

|  |
| --- |
|  **The Role** |
| **Job title:** |  |
| **Job ref number (see advert)** |  |
| **Please indicate the weekly contracted hours as per the job advert:** |  |

|  |
| --- |
| **Personal Information:**  |
| **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[ ]  **Please note** that withholding information about being known by any other name could amount to gross misconduct.  |
| **If yes, please give details** |  |
| **Do you have a current full driving licence?**  | Yes [ ]  No[ ]  n/a [ ]  |
| **Do you have access to a car for work purposes?** | Yes [ ]  No[ ]  n/a [ ]  |

|  |  |
| --- | --- |
| **To the best of your knowledge, are any relatives or family members employed by Juno Women’s Aid?** | Yes [ ]  No[ ]   |
| **If yes, what is your relationship with them?** |  |
| **Are you a member of the DBS update service?** | Yes [ ]  No[ ]   |
| **If yes, do you give us permission to access this information?**  | Yes [ ]  No[ ]   |

**1. Work Experience** (including any voluntary work)

|  |  |
| --- | --- |
| **Notice Period** **(if applicable):** |  |
| **Please detail any other work that you would wish to continue if you were appointed:** |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Dates From - To** | **Employer Name** | **Key Duties and Responsibilities** | **Current Annual Salary**  | **Reason for****leaving** |
|  |  |  |  |  |  |

**2. Education/Training/Qualifications** (including any current studies)

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **From - To** | **Qualifications Gained** | **Date Obtained** |
|  |  |  |  |

**Relevant Non-Accredited Courses Attended**

|  |  |  |
| --- | --- | --- |
| **Course** | **From - To** | **Course Provider** |
|  |  |  |

**3. Skills Experience and Knowledge**

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| --- |
| **Using the textbox below, please demonstrate how your experience, ability and skills, meet the requirements detailed in the Person Specification for the position you are applying for. Please include examples from paid or voluntary work/activities or other 'life' experiences. This information will be used as a basis for shortlisting. (2000 words maximum)** |
|  |

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| --- |
| **In the textbox below, please detail why you want to work for Juno Women’s Aid and how you align with our core values. (500 words maximum)** |
|  |

**4. References**

We require two references, one of whom should be your current or most recent employer, (if applicable). Should you need to provide a personal reference, for example ‘Tutor or ‘Volunteer Leader’, you will need to confirm the reason for providing a personal reference in place of a work reference. Please note this cannot be a family friend or relative. References will only be requested for successful applicants; once provisional Employment Offer has been accepted.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| **Name** |  |  |
| **Address** |  |  |
| **Organisation Name** |  |  |
| **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 advertised:**  |  |



**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)

If you are successfully shortlisted for this position, we will ask on your invite to interview letter, if there are any adjustments which need to be made in order to support your application and/or your attendance at interview.

**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.