

Application Guidance

Thank you for requesting this application pack.

Notes on Application

Please read these notes carefully, they will help you to provide us with all the information we need to consider your application.

Completing the application form

All sections of the form must be completed for us to be able to assess your application, if a section isn't relevant please put 'N/A' (not applicable). Please complete this form in black ink. Don't substitute, or cross reference information on this form, with curriculum vitae.

When you have completed all sections, you should return all pages by the closing date advertised.

If we wish to progress your application further, you will be contacted by phone or letter advising you of the next stage of the selection process. Unfortunately we don't have the resources to inform applicants who are not shortlisted; therefore, if you haven't heard from us within two weeks of the closing date regrettably you have not been selected for interview.

Information required on application

We require you to give us the details of referees covering your last 2 years of employment. They will need to be able to give their opinion as to your suitability for the role in question.

All successful applicants need to provide a reference from their current or last employer. Referees must be professional and appropriate to the position applied for although for school or college leavers, an academic reference would be suitable.

We are unable to accept a reference from a family member or personal friend.

References will be requested automatically after a conditional verbal job offer has been accepted.

Please ensure that your contact details are correct as this will prevent delays in the application process.

The interview process

If you are being invited for interview, you will be contacted to give you details of the date, time and venue for the interview.

You will be required to sign a hard copy of your application form at the interview.

CRB checks

This post will require a CRB check at enhanced level; any job offer is subject to a satisfactory CRB check.

Queries or concerns

Please contact the Deputy Manager you have any queries regarding this process.

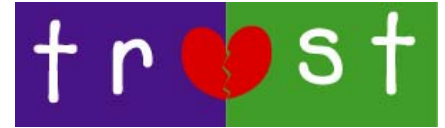
Please return this application form by post to:

Diane Martin
Director
Trust
3 Mount Ephraim Road
London
SW16 1NQ

Please note that only applications received by post will be accepted. If your circumstances require allowances to be made in relation to completion of this form please ring 020 87699156 for further assistance.



**Registered charity 1104461
Company No. 5099295**



Application for Employment

Please use black ink when completing this form and complete all sections unless the section is not relevant in which case please put N/A (not applicable) in the space provided. Please complete this form fully, accurately and legibly. Use white continuation sheets if necessary, but ensure that they are securely stapled to this form. Trust welcomes applications from all sections of the community.

Position applied for

Job Title: Women's Diversion Case Manager (Prostitution)	Reference Number: 060410 Closing Date: 5pm on April 21 st 2010
Location: South London	

Where did you see this position advertised?

Personal details

First name	
Surname	
Title (Mr/Ms/Mrs/Miss etc)	
Address	
Postcode	
Telephone (home)	Mobile phone number
Work	
Email Address	

Do you **require** a work permit or any other kind of document to show that you have necessary permission to work in the UK? **Yes / No**

Do you currently **have** the necessary documentation to enable you to work in the UK? **Yes / No**

If you answered yes to either question above, please give details below

Occupational History Please give details of your last 3 positions. Please note references will be requested automatically after a conditional verbal job offer has been accepted.

Name and address of current or most recent employer Postcode	Your job title
Start date Month Year	Present salary
Brief description of duties	Leaving date Month Year
	Reason for leaving or for wanting to leave
Referees name and telephone number: Referees email address	Referees job title
Period of notice:	

Name and address of previous employer	Your job title	
Postcode		
Start date	Month	Year
Brief description of duties	Salary on leaving	
	Leaving date	
	Month	Year
	Reason for leaving	
Referees name and telephone number:	Referees job title	
Referees email address		

Name and address of previous employer	Your job title	
Postcode		
Start date	Month	Year
Brief description of duties	Salary on leaving	
	Leaving date	
	Month	Year
	Reason for leaving	
Referees name and telephone number:	Referees job title	
Referees email address		

Previous history

Please give as much information as you can about your work/voluntary work history previous to the three jobs above. If you have taken study/career breaks please include details. For guidance, information about unrelated positions dating back more than 15 years need not be provided.

Employer's name and address	Position held
	From To
Postcode	
Reason for leaving	

Employer's name and address	Position held
	From To
Postcode	
Reason for leaving	

Employer's name and address	Position held
	From To
Postcode	
Reason for leaving	

Please give details of any breaks in your work history

Professional Qualifications

Please give details of any professional qualifications or membership of professional bodies

Qualification/level	Issuing college/authority	Date issued

Professional Registrations

Please give details of any clinical registrations

Professional Body & Registration Status	Registration/PIN Number	Expiry/Renewal date

If you are applying for a post that requires professional registration you are required to provide the following information:

Are you currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country?	Yes / No
Have you been removed from the register or have conditions been made on your registration by a fitness to practice committee or the licensing or regulatory body in the UK or in any other country?	Yes / No
Do you have personal liability insurance cover?	Yes / No

Educational Qualifications

Please give details of educational qualifications and examinations passed

School/college	Subject	Date issued

Qualifications currently being studied for

Qualification/level	Issuing college/authority	Finishing date

Personal statement

Please refer to the person specification, where you will find the skills and experience required for this post. Please state how you feel you meet these criteria. This information will play a significant part in the short listing process.

Please continue on additional sheets if necessary

Attendance

How many days sickness absence have you taken in the past 2 years?	
Please give information regarding the reasons for this absence	
Nature of illness	Approximate date
Number of days absent	
Nature of illness	Approximate date
Number of days absent	
Nature of illness	Approximate date
Number of days absent	
Nature of illness	Approximate date
Number of days absent	
Nature of illness	Approximate date
Number of days absent	
Nature of illness	Approximate date
Number of days absent	

Declaration of convictions

Trust is exempt from the Rehabilitation of Offenders Act 1974. All convictions, whether spent or unspent, must be declared. Successful applicants will be subject to a Criminal Records Bureau check at an enhanced level.

Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?	Yes / No
Do you have any police investigations or charges pending?	Yes / No
If yes to either of the two questions above, please give full details, (continue on a separate sheet if necessary)	
Would you be willing to undergo a Criminal Records Bureau check?	Yes / No

