



Suite 1, First Floor, Saltire House  
Pentland Park, Glenrothes, KY6 2AL  
**Free Phone Support Line:** 0808 802 5555  
**Business Line:** 01383 732289  
**Fax:** 01592 770043  
**E-mail:** [info@fifewomensaid.org.uk](mailto:info@fifewomensaid.org.uk)  
**Web:** [www.fifewomensaid.org.uk](http://www.fifewomensaid.org.uk)

Dear Applicant

Thank you for your interest in the post of:

**Business Team Senior**

This pack contains the following items to enable you to make application for the above post.  
**Please mark clearly on the form which post you are applying for.**

Please ensure that you read the guidance notes fully before completing your application.

- job details (job profile, person specification, outline terms and conditions)
- application form
- guidance notes on completing the application
- equal opportunities form
- Declaration of criminal convictions

If you wish a copy of the application form in word format, please download it from our website  
[www.fifewomensaid.org.uk](http://www.fifewomensaid.org.uk)

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us.

**The closing date for applications is 5pm on 14<sup>th</sup> November 2018**

**Interviews will be held on 4<sup>th</sup> December 2018**

Yours faithfully

Heather Williams  
Interim Manager



Fife Women's Aid is a charitable company limited by guarantee Co. No. SC316350  
Registered Office: Suite 1, First Floor, Saltire House, Pentland Park, Glenrothes, KY6 2AL  
Registered Scottish Charity SC011689

## GUIDANCE NOTES FOR APPLICANTS

### General Information

These guidance notes are provided to assist you in completing the application form. You also need to have the job profile and person specification and any other available information regarding the post you think you may require. Please read the information very carefully and ask yourself:

**Do my skills, qualifications and experience match those which the job requires?**

**Do I think I can do the job?**

As the application form is the main way we can decide whether or not to invite you for interview, you should try to give the best impression of yourself possible.

Please complete the application form in **dark ink or type**. Although the presentation of your application is important, we are most interested in what you have to tell us about yourself and how you can fulfil the requirements of the post.

**Please do not send a CV or any other supplementary information that is not asked for in the application form**

|   |
|---|
| <p><b>The Closing Date for applications is 5pm on 14<sup>th</sup> November 2018</b> return your application pack to the following address: Fife Women's Aid, Suite 1, First Floor, Saltire House, Glenrothes, Fife KY6 2AL<br/>Or Email: <a href="mailto:info@fifewomensaid.org.uk">info@fifewomensaid.org.uk</a></p> |
|---|

### Additional Information for Applicants with Disabilities

The Disability Discrimination Act makes it illegal for employers to discriminate against people with disabilities when you are applying for a job, or are in employment.

### Personal Details

This part of the form asks for sufficient personal details to allow us to contact you by letter or phone if we require you to attend an interview. It is likely that we will contact short listed candidates by phone wherever possible.

### Referees

We request the name of two referees. Your first referee should normally be your present or most recent employer, however if this is not possible you can provide any employment, academic or personal (but not a relative) referee. You may be asked at interview why you have not named a current or previous employer as a referee.

Referees may be contacted before interviews have taken place. However, only those related to the person offered the post will be opened. Please make sure your referees know you have named them and are willing to provide a reference for you.

Any offer of a post will be subject to satisfactory references and membership of the PVG Scheme.

### Details of Education, Technical and Professional Qualifications

Please tell us about any qualifications that are relevant to the post you are applying for. Tell us when and where you undertook qualifications. Please also give a brief description of what topics/areas your qualification covered. If the job description indicates that a specific qualification is required we will need to see the certificate of qualification or training before any job offer can be confirmed. If invited to interview please bring all relevant certificates with you.

### Details of Previous Employment

Please list your previous employers, starting with the most recent, stating your job title and giving a brief summary of your duties. Try to tell us about your duties and responsibilities, rather than information about a team or section you worked in. Make sure you also include details of any unpaid or voluntary work you have undertaken, especially if they are relevant to the post you are applying for.

**Meeting the Person Specification**

This is your opportunity to tell us how you think your skills, experiences and values will help you to carry out this role and fit in to a feminist organisation. Once again, it may be helpful to refer to the literature in your application pack at this point.

The person specification is critical and you will be measured against it. You might want to include information about previous posts (paid and unpaid) you have held, positions of special responsibility you have undertaken in your previous work or in your leisure interests, or information about how your life experiences make you the most suitable applicant.

**Declaration**

You must date and sign the declaration (page 2 of the application form) before returning your application. You are reminded that all the information you have given must be true and correct to the best of your knowledge.

**Equal Opportunities Monitoring Form**

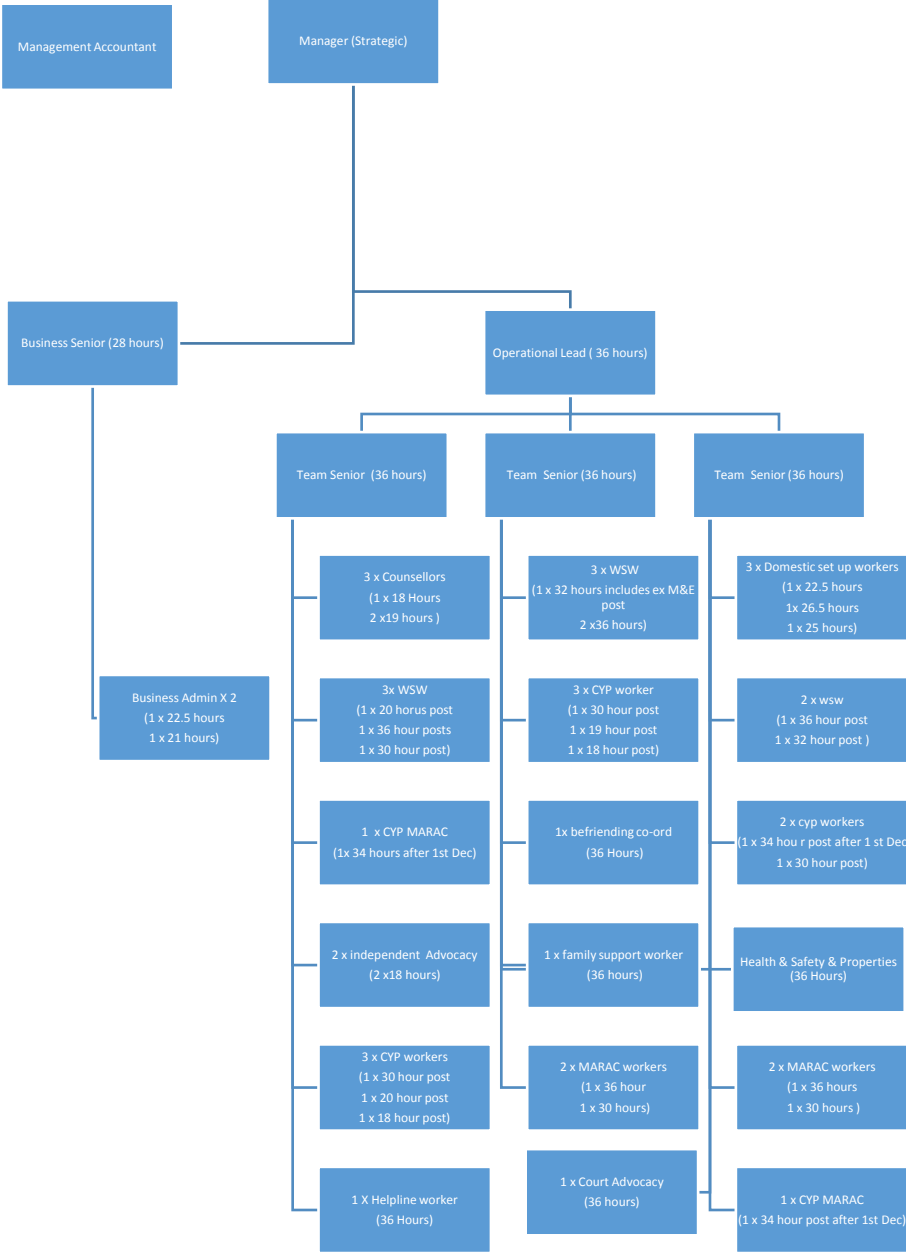
Please read the information sheet on equal opportunities monitoring and complete the monitoring form. This form should be completed and returned, with your application, in a separate, sealed envelope marked "Equal opportunities".

**Check List for the Final Copy**

Keep a copy for your own reference

Please ensure you have enclosed the additional information/monitoring forms required (Equal Opportunities Monitoring Form and Criminal Convictions Declaration)

Thank you for your interest and good luck.





## FIFE WOMEN'S AID APPLICATION FORM

Job Title:

### 1. PERSONAL DETAILS:

|            |                                     |
|------------|-------------------------------------|
| Last Name: | Initials:                           |
| Address:   | Home Phone No:                      |
|            | Personal Mobile:                    |
|            | Work (if we can contact you there): |
|            | E-mail:                             |
|            | N.I. No.:                           |

### 2. REFERENCES

Please give details of TWO referees, one of whom **MUST** be your current or most recent employer.

|   |   |
|---|---|
| 1. Name:  | Address:  |
| Occupation:   |   |
| Is this an <b>Employment</b> or <b>Personal</b> referee?<br>(delete as appropriate) | Can we contact this referee now?<br><br>YES                      NO |

|   |   |
|---|---|
| 2. Name:  | Address:  |
| Occupation:   |   |
| Is this an <b>Employment</b> or <b>Personal</b> referee?<br>(delete as appropriate) | Can we contact this referee now?<br><br>YES                      NO |

**3. EMPLOYMENT INFORMATION**

|  |            |
|--|------------|
| Period of Notice required by employer:-  |            |
| Number of days sickness in the last 2 years:-  |            |
| Are there any adjustments that FWA will need to make should you be invited to interview?<br><i>(please give details)</i>                   |            |
| If you are disabled would special access or modifications to duties enable you to take up the post?  |            |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment? <i>(delete as appropriate)</i> | YES NO N/A |
| If YES, please provide details:-   |            |
| If your application is successful will you require a work permit prior to taking up employment? <i>(delete as appropriate)</i>             | YES NO N/A |

**Data Protection Statement**

The information that you provide on this form and that is 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 a 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 this 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.

**DECLARATION:-**

I declare that, to the best of my knowledge and belief, the information given is correct and complete. I understand that FWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information provided is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references, medical reports and disclosure check.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FWA is an Equal Opportunities Employer**

This post is restricted to female applicants. Being a woman is considered an occupational requirement and a proportionate means of achieving a legitimate aim in terms of the exception under the Equality Act 2010, schedule 9

**4. EDUCATION, QUALIFICATIONS AND TRAINING**

(Please give details of your education, qualifications and training relevant to the job.)

| Course Undertaken | Duration & Dates | Study Method | Qualification / Result |
|-------------------|------------------|--------------|------------------------|
|                   |                  |              |                        |

**5. EMPLOYMENT HISTORY**

|   |                             |
|---|-----------------------------|
| Name and Address of Current / Most Recent Employer: | Job Title:                  |
|   | Annual Salary:              |
|   | Dates Employed (from / to): |
|   | Notice Required:            |
| Reason for Leaving:                                 |                             |
| Brief Description of Duties:                        |                             |





**6. MEETING THE PERSON SPECIFICATION**

Please give details of any skills, knowledge or experience you feel is relevant to your application (paid employment, voluntary or unpaid work). Tell us how you meet the criteria for this post, e.g. qualities and skills which you may have. You should also use this section to explain why you are interested in this job (see Guidance Notes).

**MEETING THE PERSON SPECIFICATION (cont'd)**

A large, empty rectangular area with a thin black border, occupying most of the page. It is currently blank, intended for the user to provide details related to the 'MEETING THE PERSON SPECIFICATION' section.

**7. MEMBERSHIP OF PROFESSIONAL BODIES**

*(Complete this section where the job description indicates that membership of a professional body is advantageous, required or desirable for this job.)*

| Are you a member of a relevant body?        | YES | NO |
|---|-----|----|
| Title of your registration                  |     |    |
| Level / grade of membership (if applicable) |     |    |
| How long have you been a member?            |     |    |

**8. DRIVING LICENCE**

|  |     |    |
|--|-----|----|
| Do you hold a current driving licence?                         | YES | NO |
| Do you have any penalty points on your licence?                | YES | NO |
| If YES, how many?  |     |    |
| Are you able to travel across Fife in the course of your work? | YES | NO |

## Fife Women's Aid Equal Opportunities Monitoring Form

Fife Women's Aid aims to be recognised an equal opportunities organisation, which sets exemplary standards in recruitment and selection. We intend to insure that equal opportunity employment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

### Why we need your help

We can only accurately assess the effectiveness of our equal opportunities policies and procedures if you let us have the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor:-

- Whether applications are being received from a broad cross-section of people.
- Whether people appointed represent a cross-section of those who apply and are suitably qualified.
- Whether our recruitment, selection procedures and working practices, are fair.
- Whether our policies meet the diverse needs of our employees and volunteers.

### What will happen to my form?

The monitoring form will not be used in any part of the selection procedure, and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.

### What happens to the information?

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will **not** be identifiable from any statistical information we produce.

### What if I have any questions?

Please do not hesitate to contact Fife Women's Aid using the contact information provided in your application pack.

Please complete all three sides of this form, it will only take a few minutes, then seal it in the envelope marked "Equal Opportunities Monitoring Form" and return it with your application form.

**Please note that by returning this monitoring form you are consenting for these details to be held on computer.**

Details of the position you are applying for:

Post Title: \_\_\_\_\_

|   |                                    |                                    |                                    |                                |                                |                              |
|---|------------------------------------|------------------------------------|------------------------------------|--------------------------------|--------------------------------|------------------------------|
| Are you applying for:-<br><i>(volunteers do not need to complete this question)</i> | Full-time <input type="checkbox"/> | Part-time <input type="checkbox"/> | Job Share <input type="checkbox"/> |                                |                                |                              |
| Is this post:-  | Permanent <input type="checkbox"/> | Temporary <input type="checkbox"/> |                                    |                                |                                |                              |
| What age are you:-  | 18-24 <input type="checkbox"/>     | 25-34 <input type="checkbox"/>     | 35-44 <input type="checkbox"/>     | 45-54 <input type="checkbox"/> | 55-64 <input type="checkbox"/> | 65+ <input type="checkbox"/> |

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

|  |                              |                             |       |
|--|------------------------------|-----------------------------|-------|
| Do you consider that you have a disability?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |       |
| If answered Yes, please state nature of disability:                            |                              |                             |       |
| Please circle the one of the below that best describes your sexual orientation |                              |                             |       |
| HETEROSEXUAL   | BISEXUAL                     | LESBIAN                     | OTHER |

Ethnic origin is about colour and broad ethnic and cultural group. Different groups may face different experiences of discrimination. The categories closely match those used in the 2001 census for Scotland.

Choose **one** section from A to F – then tick the appropriate box to indicate your cultural background:-

**A White**

- Scottish
- English
- Welsh
- Irish
- Any other white background *(please specify)*: \_\_\_\_\_

**B Black – Black Scottish, Black English, Black Welsh, or other Black British**

- Caribbean
- African
- Any other Black background (*please specify*): \_\_\_\_\_

**C Asian – Asian Scottish, Asian English, Asian Welsh, or other Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (*please specify*): \_\_\_\_\_

**D Chinese – Chinese Scottish, Chinese English, Chinese Welsh, or other Chinese British**

- Chinese
- Any other Chinese background (*please specify*): \_\_\_\_\_

**E Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (*please specify*): \_\_\_\_\_

**F Other ethnic background**

- Gypsy traveller
- Any other background (*please specify*): \_\_\_\_\_

**G Please state where you saw this vacancy advertised:**

- |  |   |
|--|---|
| <input type="checkbox"/> Jobcentre Plus        | <input type="checkbox"/> Courier              |
| <input type="checkbox"/> Website               | <input type="checkbox"/> Big Issue (TBI Jobs) |
| <input type="checkbox"/> Fife Council Bulletin | <input type="checkbox"/> Other _____          |

**Thank you for your help.**

**CRIMINAL CONVICTIONS DECLARATION FORM**

The Rehabilitation of Offenders Act 1974 makes it unlawful for us to take account of offences which are spent. A spent conviction is one for which you are considered to be rehabilitated. The conviction becomes spent after a certain period of time (see over).

We ask you to tell us about unspent convictions, current charges or whether you are under investigation for a criminal offence on this form but the information you give us will only be taken account of if we consider it to be relevant to the job.

**You should complete this form and sign it, place it in the envelope provided and return to us along with your application form (please sign and write 'NO CONVICTIONS' in the box if you have no convictions to declare).**

The envelope will only be opened and the information considered if you are selected for the job. If you do have convictions which we consider would disqualify you from being appointed to the job, we will tell you that this is the case.

If you are not selected for the job the envelope will be shredded unopened.

Please give details of unspent criminal convictions or charges pending in the box below:-

**Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.**

I confirm that the information given above is accurate or misleading information could result in my dismissal or disciplinary action being taken against me if I am appointed.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_