



Supporting
women and children
in West Cornwall

Employment Application form

1. VACANCY DETAILS

Job Title: Resettlement Worker

2. PERSONAL DETAILS

Title:	
Forenames:	Surname:
Permanent Address:	
Postcode:	
Home Telephone:	Mobile:
Email Address:	

3. REASONABLE ADJUSTMENTS

Do you require any Reasonable Adjustments to the selection process for this role, which will involve shortlisting from the application form, an interview, and may also involve selection tests such as a work-based exercise?

YES / NO

If Yes, please specify what adjustments are required (e.g. ground floor venue, sign language, written materials in a different format etc).

4. PRESENT OR MOST RECENT EMPLOYMENT

Job Title:	Date Started:
Date Left (if applicable):	Notice Required:
Reason(s) for Leaving:	
Employer's Name:	
Address:	
Postcode:	Telephone No:
Main Duties and Responsibilities:	

5. PREVIOUS EMPLOYMENT



West Cornwall Women's Aid is a charity registered in England (1100329).
A company limited by guarantee. Registered in England No. 4694786.

Please include all employment and voluntary work since leaving school, starting with your most recent employment and working back. Please ensure all time periods are accounted for including any gaps (e.g. travelling, maternity leave, unemployment etc).

Name and Full Address of Employer	Job Title and Main Responsibilities	Dates		Reason(s) for Leaving
		From	To	

6. SECONDARY, FURTHER AND HIGHER EDUCATION

Please provide your education history here, including ALL qualifications, both academic and vocational, and any ongoing study:

Name and location of School, College or University	Dates		Qualifications Gained
	From	To	

7. PERSONAL SKILLS, VALUES AND DEVELOPMENT

Please tell us about any courses, professional memberships, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

8. SUPPORTING STATEMENT

Referring to the Job Description provided, please use this section for further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the job.
- Your reason for applying.
- Please tell us about any occasions where you have demonstrated the skills, values and behaviours outlined in the Job Description for this position

9. ADDITIONAL INFORMATION

Do you hold a current driving licence?

Yes No

Do you have access to a vehicle to travel to work?

Yes No

Have you had any prior contact with West Cornwall Women's Aid within the last 12 months, as an employee, volunteer, service user, supplier, contractor or any other means?

Yes No

If yes, please give details:

Do you have a current right to work in the UK?

Yes No

If yes, please indicate which of the following provides your Right to Work in the UK:

- British or Irish citizen
- Pre-settled or Settled status from the EU Settlement Scheme
- Family permit from the EU Settlement Scheme
- Indefinite leave to Enter or Remain

- Limited leave to enter or remain (for example Biometric residence permit)
- Student visa
- Innovator Founder visa
- Skilled Worker visa
- Family/Dependent's Visa
- Accession Worker Card
- Other (please specify).....

Is your right to work in the UK time-limited?

Yes No Not applicable, I do not have the Right to Work in the UK

Would you object to a Disclosure and Barring Service Enhanced Employment check?

Yes No

10. REFERENCES

Please provide two referees. One should be your present employer, or if currently unemployed, your last employer. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional referees may be sought from previous employers for jobs working with children or vulnerable adults. Any offer of employment will be conditional upon receipt of satisfactory references.

Name

Job Title:

Address:

Postcode:

Telephone Number:

Email:

Can this reference be taken up once position has been offered in principle? Yes No
All offers of employment are subject to satisfactory DBS and references.

Name

Job Title:

Address:

Postcode:

Telephone Number:

Email:

Can this reference be taken up once position has been offered in principle? Yes No
All offers of employment are subject to satisfactory DBS and references.

11. DATA PROTECTION

All information contained on this form will be treated as strictly confidential to West Cornwall Women's Aid and will be used for recruitment purposes only. In the event that you are not employed by the organisation, the form will be retained for twelve months and then destroyed.

12. EQUAL OPPORTUNITIES

Under the Equal Opportunities Policy operated by West Cornwall Women's Aid, equal consideration will be given to all applicants. However, some roles are restricted to women due to the nature of the role under the Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010, please check the Job Advert/Job Description to establish whether this restriction applies to the role you are applying for.

13. AVAILABILITY FOR INTERVIEW

Are there any dates when you will not be available for interview?

Yes No

14. DECLARATION

I declare that to the best of my knowledge, the information given in this application is complete and correct. I understand that if, after appointment, any information is found to be false, misleading or inaccurate this may lead to dismissal from employment by the organisation without notice.

I have read the privacy policy and confirm my explicit consent within the meaning of the General Data Protection Regulations 2018 for West Cornwall Women's Aid to process my personal information which may include electronic storage of my personal information. I understand that my information will be held securely and confidentially and if I wish to gain access to my information, I can do so by requesting it in writing.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at company name.

I understand that any offer of employment is subject to West Cornwall Women's Aid being satisfied with the results of pre-employment checks including references, Disclosure and Barring Service Enhanced Employment Check, eligibility to work in the UK, criminal convictions and medical screening (in line with the operation of the Equality Act 2010).

Signed:

Date:

Please now complete the enclosed Criminal Record Declaration form. Failure to complete the declaration form at this point will automatically mean your application will be withdrawn. This position is exempt from the Rehabilitation of Offenders Act.

Please return this form to West Cornwall Women's Aid, PO Box 94, Penzance, TR18 2XP or via email to refugemanager@wcwaid.co.uk

CRIMINAL RECORD DECLARATION FORM

This form must be completed by all applicants. You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Advice For Individuals On Criminal Record Related Issues | Nacro](#).

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or helpline@nacro.org.uk. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Surname		First Name	
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order'). Criminal record declaration Do you have any unspent convictions or conditional cautions? YES / NO * Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? YES / NO *			

(*Please delete as appropriate)

If you have answered yes to either question, you now have **two** options for disclosing your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can disclose your record under separate cover provided that you indicate YES below and attach the details in a separate email. The email should be marked **CONFIDENTIAL** in the title, and state your name and the details of the post.

I have attached details of my conviction separately: **YES / NO ***

(*Please delete as appropriate)

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at West Cornwall Women's Aid.

Signed:

Date:

Please return this form to: refugemanager@wcwaid.co.uk

EQUALITY AND DIVERSITY MONITORING FORM

West Cornwall Women's Aid wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, please contact refugemanager@wcwaid.co.uk. Please also return the completed form via email to refugemanager@wcwaid.co.uk.

Sex and gender identity

What is your sex?

Female ☐ Male ☐ Prefer not to say ☐

Is the gender you identify with the same as your sex registered at birth?

Yes ☐ No ☐ Prefer not to say ☐

If the gender you identify with is not the same as your sex registered at birth, please write in:

Age	16-24	☐	25-29	☐	30-34	☐	35-39	☐	40-44	☐	45-49	☐
	50-54	☐	55-59	☐	60-64	☐	65+	☐	Prefer not to say	☐		

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐

Any other Mixed or Multiple ethnic background, please write in:

White

Cornish ☐ English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐

Gypsy or Irish Traveller ☐ Prefer not to say ☐ Any other White background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Asexual ☐ Pansexual ☐ Undecided ☐
Prefer not to say ☐

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

What is your working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐
Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐
Homeworking ☐ Prefer not to say ☐ If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐
Primary carer of a child/children (under 18) ☐
Primary carer of disabled child/children ☐
Primary carer of disabled adult (18 and over) ☐
Primary carer of older person ☐
Secondary carer (another person carries out the main caring role) ☐
Prefer not to say ☐

END