

*Registered charity in England & Wales 1177020*

*Registered charity in Scotland SC052466*

**JOB APPLICATION FORM**

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| **Job Details** | | |
| **Post Title**  Face-to-face Group Coordinator | **Closing Date**  Wednesday 10 April 2024  5 pm | **Application Number** |

**THIS INFORMATION IS STRICTLY CONFIDENTIAL**

Battle Scars is committed to fair recruitment procedures. To eliminate practices which may discriminate against some applicants, we will not consider applications where this form has not been fully completed. If you have any difficulties filling it in, please contact us as soon as possible.

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| **Your Details** | | |
| **Surname** | **Forename(s)** | **Pronoun** (he/him, she/her, they/them) |
|  |  |  |
| **Full address** |  | |
| **Telephone numbers**  *Please indicate if you would rather we didn’t contact you by phone at certain times* | **Daytime** | |
| **Evening** | |
| **Email** |  | |
| **Date of birth** |  | |

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| **Emergency Contact Person** – if none please state so | | |
| **Name** | | **Relationship** |
|  | |  |
| **Emergency ONLY Telephone number(s)** |  | |

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| **References** | | |
| Please provide the name and addresses of two referees who can comment on your ability to do this job. One of these should be your current or most recent employer; if you have been in education rather than employment, it could be an academic tutor or similar; if you have been volunteering it could be your volunteer manager or similar.  Your referees should both know you professionally as opposed to being friends and neither should be related to you. Your referees will be asked to comment on your attendance and disciplinary record.  If you are unable to provide two referees please contact us as soon as possible.  By signing this form, you are giving your consent to us asking these questions. We will take up references only if we wish to offer you the job after interview and only with your knowledge. All offers of employment are subject to receipt of satisfactory references. | | |
| **Referee 1** | | |
| **Surname** | **Forename(s)** | **Pronoun** |
|  |  |  |
| **Email** |  | |
| **Address** |  | |
| **Contact telephone number(s)** |  | |
| **Capacity in which known** |  | |
| **Referee 2** | | |
| **Surname** | **Forename(s)** | **Pronoun** |
|  |  |  |
| **Email** |  | |
| **Address** |  | |
| **Contact telephone number(s)** |  | |
| **Capacity in which known** |  | |

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| **As far as you know, are you related to any staff or Trustee Board member of Battle Scars?** | Yes / no\* If yes, please give details: |
| **Do you have any unspent criminal convictions which may be relevant to this post?** *(You are not required to reveal any convictions which are spent under the Rehabilitation of Offenders Act 1974)* | Yes / no\* If yes, please give details:  *\*Please delete as necessary* |
| **If the post you are applying for involves working which children, you are required to complete the Self-disclosure Form sent to you as part of the application pack.** | |

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| **Education** | | | | |
| **From** | **To** | **Course** | **Institution** | **Qualification/level** |
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| **Training** (any relevant non-qualification courses attended) | | |
| **Organising Body** | **Course** | **Year** |
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| **Employment** Please do not leave any unexplained gaps in this section | | | |
| **Current/last employment** | | | |
| **From** | **To** | **Name/Address of employer** | **Job title & key responsibilities** |
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| **Reason for leaving if no longer there:** | |  | |
| **How much notice do you have to give?** | |  | |
| **Previous employment** | | | |
| **From** | **To** | **Job title & employer** | **Key responsibilities & reason for leaving** |
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| **Volunteering experience** | | | |
| **From** | **To** | **Who with** | **Tasks & responsibilities** |
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| **Suitability for this post** |
| Please use this section to demonstrate that you have the necessary experience, knowledge and skills for the post as laid out in the Person Specification. Your experience, knowledge and skills may have been gained from unpaid work, volunteering and/or home activities as well as paid work. It is your best interest to focus on the requirements of the post as listed in the Person Specification, preferably describing how you meet each requirement in turn. **Please number your answers to correspond to the personal specification requirements.**  Please make sure this section does not exceed the equivalent of 3 sides of A4 |
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| **Declaration** | |
| I declare that the information stated on this application form is true to the best of my knowledge. If I am offered the post and it is subsequently discovered that I have wilfully given false information I will be liable for dismissal. Battle Scars may require proof of any statements made on this form, including qualifications.  I consent to Battle Scars checking any information I am unable to verify personally. | |
| **Signature (or print name)** | **Date** |
|  |  |

**Before you submit your application have you:**

* Completed all the sections in this form?
* Signed the declaration?

Please return the completed application and the Equality & Diversity Monitoring form by email to

[jenny.groves@battle-scars.org.uk](mailto:jenny.groves@battle-scars.org.uk) with “CONFIDENTIAL – Job Application” as subject.

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| **In case you are invited for an interview** | |
| **Please declare any disabilities** |  |
| **Are there any reasonable adjustments needed for you to attend an interview?** |  |
| **Interviews for this post will take place on Thursday 25th April 2024 at the Onward Mental Health & Wellbeing Hub, Onward House, Millshaw Park Way, Leeds, LS11 0LS**  If you cannot attend, for example, because you’re away on holiday, please let us know. |  |

You can read the full Battle Scars Recruitment & Selection policy on our website [www.battle-scars-self-harm.org.uk](http://www.battle-scars-self-harm.org.uk)

**Thank you for applying to work with us**