

APPLICATION FOR EMPLOYMENT

Please complete all sections of this form in black. Note that pages 1 – 3 will be detached and not seen by those involved in shortlisting. If you are completing this form electronically you may edit the layout as long as all the information requested is given and clearly set out. You should show your suitability for this job in line with the information provided in the job description and person specification, giving examples, which may be taken from experience gained outside of paid employment. You may use additional sheets if you need extra space, but do not include your name on these.

**Job Title:** Peony Manager

**Personal information**:

Surname: Title: Forenames:

Permanent Address (including post code): Contact Address (if different):

Daytime telephone no: Evening telephone no:

Mobile telephone no: Email:

Are you over 18? (please ring as appropriate) Yes / No

Where did you see this position advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you required to have a visa or work permit to be employed in the UK? Yes / No

If yes, please give details including the expiry date of any visa / permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have specific requirements relating to equal opportunities? Yes / No

If you have any particular requirements you may wish to give details in a sealed envelope with your name and ‘Special Requirements’ written on it. This envelope will only be opened if you are shortlisted for interview so that we can consider your needs both then and during your employment.

Do you have any criminal convictions? Yes / No

If Yes, please give details on a separate sheet of paper in a sealed envelope. Please also disclose any ongoing police investigations and pending prosecutions. Such a disclosure will not necessarily be a bar to employment with One25 and will not result in you being treated unfairly.

Are you available for interview on the date(s) given? Yes / No

If no, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appointed, when could you start with One25? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage that we may apply for a reference. We will not confirm an appointment until satisfactory references have been received.

|  |  |
| --- | --- |
| Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? | Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? |

**Declaration**I confirm that to the best of my knowledge the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and / or computerised filing system in line with Data Protection legislation until the post for which I am applying has been filled.

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

Please return the completed application form, marked "Private and Confidential" to:

The Executive Assistant (HR)  
One25 Limited  
The Grosvenor Centre  
138A Grosvenor Road  
St Pauls  
Bristol  
BS2 8YA

Or as an email attachment to jobs@one25.org.uk using .doc or .rtf format.

**Employment history**

Give details of your employment history starting with your current or most recent employer and working backwards. Please account for any gaps in your employment history. If you have not worked before, or if you have been out of work for some time, please describe how you have gained relevant experience for your application. Expand these boxes and add as necessary.

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| --- |
| **Employer's name and type of business**:  **Dates employed (month / year from and to)**:  **Job title and main duties**:  **Reason for leaving**: |
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| **Employer's name and type of business**:  **Dates employed (month / year)**:  **Job title and main duties**:  **Reason for leaving**: |

**Volunteering Experience**

Give details of any volunteering you have undertaken that may be relevant to the role, starting with any current or most recent experience and working backwards.

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| --- |
| **Business name and type of business**:  **Dates volunteered (month / year from and to)**:  **Position and main duties**: |
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**Professional Association Membership**

|  |  |  |
| --- | --- | --- |
| Name of Professional Association: | Year joined: | Grade / level: |
|  |  |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Place of study: | Dates: | Qualifications: | Subjects: |
|  |  |  |  |

**Training**

Give details of any training you have had which is relevant to the job that you are applying for. Include any on-the-job training as well as formal courses.

|  |  |  |
| --- | --- | --- |
| Title of training and brief description: | Date (approx): | Length of course: |
|  |  |  |

**These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of Peony Manager.**

We anticipate that you will need approx. 300 words to answer each (complete) question to give us the depth of response we expect, e.g. 300 words to answer both parts of question 1.

|  |
| --- |
| a) Why are you interested in working for One25 in the role of Peony Manager?  b) Why do you think you would be a good candidate for this role? |
| 1. Tell us about your experience of managing service provision for people with complex and multiple needs relating to at least two of the following: domestic abuse, mental health, drug and/or alcohol dependency, homelessness, offending. |
| 1. You will be responsible for ensuring outcomes are achieved and monitored and that real-time data is used to improve practice.   Can you give us an example of where you have modified your practice as a result of evaluating your own outcomes and set up a system or worked successfully within a system which records and ensures outcomes are achieved? |
| 1. Can you tell us  a) about your experience of line managing staff and or volunteers, and give an example about a difficult situation you had to manage? What did you do, and what with the benefit of hindsight might you have done differently? |
| 1. The role at Peony is fast- paced and busy and you will need to balance conflicting priorities, please give us an example of your experience of managing your workload effectively, whilst supporting the team, women and meeting deadlines. We want to understand what methods you used to achieve this success. |
| 1. You will be responsible for managing the Peony programme which includes 1-1 work, group work sessions and manage the budget for the service. Can you tell us about your skills and experience of planning, developing and leading similar provision? |
| 1. You will be responsible for ensuring effective pathways are established and maintained with key agencies and strategic partners to meet the needs of our women.   Can you tell us your experiences of working with other agencies, and highlight the strategies you use to ensure effective partnership working? |
| 1. Tell us about your experience of supporting teams to deal swiftly and decisively with concerns regarding vulnerable women’s health and wellbeing e.g. making Mental Health referrals. |