SHAKTI WOMEN’S AID

NB Curriculum Vitae will not be considered

**Ref. No:**…………………..

**Therefore please do not enclose**

**Post Applied For:**

**Closing Date:**

Please note that in accordance with equal opportunities practice all personal information will be detached before shortlisting

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

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PVG Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this post advertised?

## CONFIDENTIAL

## EQUAL OPPORTUNITIES MONITORING FORM

Shakti aims to be an equal opportunities employer. In order to monitor the effectiveness of our policy in relation to employment legislation we would like you to fill in this form. You are not obliged to fill it in, but we can assure you it will be treated in the strictest confidence, it will be detached from your application as soon as it is received, and it will not affect the selection procedure in any way.

***Please tick the appropriate boxes****.*

How would you describe your ethnic origin?

### BLACK WHITE OTHER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| U.K. |  | U.K. |  | Indian |  |
| African |  | European |  | Chinese |  |
| Afro-Caribbean |  | Other |  | Bangladeshi |  |
| Other |  | (Please specify) |  | Pakistani |  |
| (Please specify) |  |  |  | Other Asian |  |
|  |  |  |  | Other |  |
|  |  |  |  | (Please specify) |  |

### Are you registered disabled? YES NO

Do you have a disability but are not registered disability: YES NO

If yes, please state the nature of your disability: ……………………………………………

Do you have special caring responsibilities for:

Children Ages: ………… Elderly

Other

(Please specify)

Post applied for: …………………………………………………………………………….

Date: ………………………………………………………………………………………….

For Office Use Only ………………………………………

**Ref. No**………………….

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| **FURTHER EDUCATION/ ANY ACADEMIC QUALIFICATIONS:**  **Dates College/University Qualification**  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ……………………………………………………………………………………… |

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| **Other Education, Training or Volunteer Experience relevant to this post:**  **Dates Description**  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………  ………………………………………………………………………………………    ………………………………………………………………………………………    ……………………………………………………………………………………… |

**Ref No:** …………….

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| **EMPLOYMENT HISTORY:**  Present / most recent employer:  ………………………………………………………………………………………  Address: ………………………………………………………………………  ………………………………………………………………………………………  Telephone No: …………………………………………………………………  Job Title: ……………………………………………………………………  Date started: …………………………………………………………………  Date left: ……………………………………………………………………  Salary: …..………………………………………………………………..    Description of duties: |

**Ref No:** …………….

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| **EMPLOYMENT HISTORY (cont):** Please include paid and unpaid work.  **Dates** **Description** |

**Ref. No:……………..**

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| **Experience of Preparing Monitoring Reports**  ***As a finance worker at Shakti, a major responsibility of the position is to prepare Monitoring Reports for our funders (the Local Authority, Scottish Government, Big Lottery, etc.). These reports can be complicated, with salary costs and overheads being allocated over different projects.***  ***Please provide details of experience you have in preparing such in-depth reports.*** |
|  |

**Ref. No:………………**

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| **ADDITIONAL INFORMATION:**  We are committed to ensuring that Shakti is a happy, vibrant, and safe place to work. The values and principles that underpin our practice also underpin how we operate as a team and a workplace.  ***Please tell us what motivated you to apply for this post. We want to know what you find interesting and exciting and what you feel you can bring to, and gain from working on, this project.*** |

**Ref. No:………………**

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| References: Please give names and addresses of two referees, one of whom should be your present/ most recent employer. The second should be able to tell us firsthand about your person centred practice.    Name: …………………………………. Name: ……………………………………….  Address………………………………… Address ………………………………………  ………………………………… ……………………………………………  ………………………………… ……………………………………………  ………………………………… ……………………………………………  Tel: ………………………………… Tel:…………………………………………  Relationship to Applicant: Relationship to Applicant:    … …………………………………… …………………………………………… |

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| Please note that this post will be subject to a criminal record check, (enhanced disclosure), and will be sought only for the successful applicant.  We comply with the Code of Practice published by Scottish Ministers under Section 122 (1) of the Police Act 1997 and have policies for the Use. Handling and Storage of Disclosures and for the recruitment of Ex-offenders. |

|  |
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| I hereby apply for the post of ……………………………………………………  Name: (printed) ………………………………………………………  Signed: ……………………………………… Date: ……………………………… |

Please return the completed form to:

**Administrator**

**Shakti Women’s Aid**

**Norton Park**

**57 Albion Road**

## Edinburgh

**EH7 5QY**

[**info@shaktiedinburgh.co.uk**](mailto:info@shaktiedinburgh.co.uk)