

APPLICATION FORM

1. Personal Details

First Name

**Surname or Family
Name**

Title

*(Ms/Mrs/Miss
etc)*

Address

Postcode

Email address

**Telephone number –
home**

*Including
area code*

**Telephone number –
mobile**

2. Your application

Are you free to take up employment in the UK?

☐ Yes

☐ No

Are you free to remain in the UK?

☐ Yes

☐ No

What post are you applying for?

Where did you see this post
advertised

FOR OFFICE USE ONLY:

Designated Application No:



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3. Present or most recent employer

Post held

Date appointed

**Date left, if
applicable**

Name of employer

Address of employer

Postcode

**Employer telephone
number**

Notice period

Reason for leaving

Main Duties and Responsibilities



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DETAILS OF ALL PREVIOUS EMPLOYMENT

Please add your most recent first. You should provide details of all your work experience including periods of non-employment, unpaid voluntary work and study. Please attach additional sheets if necessary.

Name and full address of employer	Date of Employment		Position, grade and salary (if known)	Main Duties	Reason for leaving
	From	To			



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Name and full address of employer	Date of Employment		Position, grade and salary (if known)	Main Duties	Reason for leaving
	From	To			



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4. Have you ever been dismissed by an employer?

☐ Yes

☐ No

If you have answered Yes to this question, please give details on a separate sheet.

5. Please provide a list of training or courses you've attended that are relevant to this position

Name of organising body/ provider	Date	Name of course/training and grade if applicable



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6. Application Questions

You may add up to one extra A4 sheet if necessary.

- What motivates you to apply for this position at ESDAS?
- How do your skills meet each of the essential and desirable skills set out in the person specification?
- Give an example of a time when you have demonstrated excellent verbal communication skills, what was the situation what was the outcome?
- Self-awareness and self-care are essential in this post. What can you bring to the team at ESDAS?
- Describe an occasion where you have used strong time management ability, in particular where you have had deadlines to meet.

7. References

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends or relatives must **not** be used.

Present or most recent employer

Contact name

Company/Organisation
name



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Address

Postcode

Email address

Telephone number

Other referee (preferably another employer)

Contact name

**Company/Organisation
name**

Address

Postcode

Email address

Telephone number

**Capacity in which
known to you**

No approach will be made to your present employer before an offer of employment is made to you.

8. Reasonable adjustments

If you have a disability, please set out any adjustments to the recruitment process you require, including the format of future correspondence and arrangements for interview.



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9. Driving Licence

Do you hold a current driving licence ?

☐ Yes

☐ No

Do you have use of a vehicle for work?

☐ Yes

☐ No

10. General Data Protection Regulation Act 2018:

The personal information submitted by you on this application form and in any accompanying documents will be used by ESDAS. The information you submit will be kept by ESDAS for six months. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application. For successful applicants, information will be taken from this form and used as part of your personnel record. After six months, if your application was unsuccessful the information will be destroyed.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application to lead to the withdrawal of an offer of employment or even dismissal.

Signature of applicant

Date

Please email the completed form to: support@esdas.org.uk

We are a proud member of the Employers Domestic Abuse Covenant and encourage applications from a diverse range of applicants and welcome applications from those with lived experience who have been free from abuse for at least a year.

Please note: This post is restricted to female applicants in accordance with Schedule 9 (part 1) of the Equality Act 2010 and is subject to satisfactory DBS checks.



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We collect equalities information about our trustees, prospective employees, employees and volunteers to ensure that we are representative of the survivors that we serve. We have aligned these categories with the Pan Surrey Demographic Data Standard. Participation in our equality monitoring is voluntary and confidential. Thank you for your support.

[ESDAS Equalities Monitoring Form](#)



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