



Equality Network

Job Application Form

Post applied for:

Please complete this form in type or write clearly in black ink

Title:

Initials or
forename:

Surname:

Please give your National Insurance Number. This is to comply with the Race Relations Act 1976 and Asylum and Immigration Act 1996.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address:	Contact numbers, including telephone and email	
	Home telephone:	Yes/No
	Daytime telephone:	
	Email:	
	May we contact you at work?	

Courses and qualifications

Please list courses attended and qualifications you have gained, starting with the most recent.

Courses and qualifications	School/College/Agency	Year	Duration

Present or most recent post

Name of employer:

Address of employer:

Title of post held:

Date appointed: Notice required:

Leaving date (if appropriate): Salary:

Main duties and responsibilities of most recent post:

Previous experience (This can be paid or unpaid work). Please show most recent first.

Name of employer	Paid or unpaid	From month/year	To month/year	Post and main duties	Reason for leaving

Knowledge and Skills

Please state how your knowledge, skills and experience meet the person specification for this post. Please answer each question. If you do not have the relevant experience, knowledge or skills, please any refer to relevant experience that would illustrate your ability to develop these skills.

1. An excellent understanding of the emotional and social support needs of transgender communities and individuals.

2. An understanding of equality, discrimination and human rights issues, particularly as they relate to transgender communities and individuals.

3. A sound understanding of the voluntary and community sector in Scotland, particularly representing transgender communities.

4. An excellent understanding of volunteer management, development and support.

5. A sound understanding of peer mentoring and participatory groupwork.

6 A qualification in counselling skills or a related discipline (Desirable)

7. Excellent people management skills

8. The ability to provide one to one emotional and social support, and to assess service user needs.

9. The ability to facilitate participatory groups.

10. An ability to work on your own initiative and to self-organise a complex programme of work and activities in a way that meets deadlines, milestones and targets.

11. Good report writing and other written communication skills

12. An ability to work in partnership with others and to liaise with external organisations

13. A demonstrable commitment to promoting equality and anti-discriminatory practice.

Information on disability and health

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Are you disabled? If so, please tell us the nature of your disability and what impact it may have on you during the interview process.

Yes

No

How many days' absence through sickness have you had in the last three years, **excluding** days resulting from any disability as defined above? Please give details.

The Equality Network wishes to ensure that disabled people are able to compete at interview on equal terms. It will make any reasonable adjustment necessary to the interview process to make this possible. This could involve providing equipment, or practical assistance at an interview. It could also involve taking account of any feature of your disability which may affect your performance at interview and adjusting the interview process to ensure that you are not disadvantaged.

Do you need any special provisions or facilities at an interview?

Yes

No

Please tell us about any reasonable adjustments you would like us to consider making which might help you carry out the essential tasks of the post for which you are applying.

Is there anything else that you would like to tell us in this section that you think is particularly relevant to your application?

If you think that your disability may have had an effect upon your ability to complete this job application form, please tell us what effect it may have had.

This information will not count against you but will help us to consider ways in which we can reasonably accommodate your needs. If you have difficulty completing this form because of your disability, please contact us.

Referees

Please give the names of two referees, one of whom should be your present or most recent employer. You may not give the name of someone who is related to you. Please indicate whether we can approach these people prior to interview if you are shortlisted.

Name: Name:

Address: Address:

Job title: Job title:

Relationship to you: Relationship to you:

Telephone: Telephone:

Email: Email:

May we approach this referee if you are shortlisted? Yes/No

May we approach this referee if you are shortlisted? Yes/No

Driving

Do you have a current driving licence?

Do you have access to a car that could be used during normal working hours?

Do you have any endorsements?
If yes, please give details

Criminal convictions

Do you have any convictions for crimes of a violent nature which are not spent under the terms of the Rehabilitation of Offenders Act 1974? (Please continue on a separate sheet if necessary.)

I have no convictions to disclose.

The information in this application is a true record of my personal situation.

Signature:

Date:

Please return your completed form to the address below, either by e-mail or by post by the 5th October 2009.

Please also return your equal opportunities monitoring form to the address given on the form, or with your application, in a separate sealed envelope marked 'Equal opportunities form'.

Applications to:

Patrick Stoakes
Equality Network
30 Bernard Street
Edinburgh EH6 6PR

patrick@equality-network.org

Fax: 07020 933 954

Equal opportunities monitoring forms to:

Judith Mackinlay
Equality Network
30 Bernard Street
Edinburgh EH6 6PR

judith@equality-network.org