20-01-2023

Dear Applicant,

Thank you for your interest in working with The Compass Centre / Shetland Rape Crisis. Please find enclosed the following documents:

* Information about The Compass Centre
* Advice on completing your application form
* Job Description and Person Specification
* Application Form

**Please do not send a curriculum vitae (CV). This will not be considered.**

**Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.** We are committed to promoting equality and diversity and applications are welcomed from women of all backgrounds. We particularly welcome applications from black and minority ethnic women, LGBT women, and disabled women.

We also encourage applications from survivors and ex-service users, but please be aware that we can only accept applications from ex-service users at The Compass Centre who have been more than one year out of service. Unfortunately, we cannot accept applications from current service users. If this applies to you, please email [contact@compasscentre.org](mailto:contact@compasscentre.org) about joining our ex-service user’s advisory group, OWL.

All applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to [contact@compasscentre.org](mailto:contact@compasscentre.org) before **Midnight on Friday 3rd February 2023.**

We are aiming to conduct interviews week of 13th February 2023.

We look forward to receiving your completed application form.

**ABOUT OUR SERVICE**

Shetland Rape Crisis, based in The Compass Centre in Lerwick, provides free and confidential information, advocacy, support, and counselling to any non-abusive person in Shetland of any gender (age 13+) who has been affected by sexual harm at any time in their life.

We are an independent charity and have been operating since 2016. We are a small team of 8 mostly part-time staff members and a range of volunteers, including our Board of Trustees.

We provide a range of services to survivors of sexual violence and harm including:

**Support Service**

Our Support Service offers emotional and practical support for up to 6 months. Appointments are weekly or fortnightly. Support is led by the survivor and what they would like to achieve in this time. We provide a space to talk about how you’re feeling and support to manage the complex emotions that come after an experience of sexual violence. We know that the trauma of sexual violence can touch on every aspect of your life. We can also provide support to navigate the areas of life that have been affected such as: safety planning, attending appointments, expressing needs to loved ones and/or other services, help with benefits, help with housing, and more.

**Counselling Service**

Our Counselling Service is the next step for survivors who are now in a safe and stable place and feel ready to process their experiences. In this service, we offer counselling and trauma-skilled emotional and therapeutic support for up to 6 months. Appointments are weekly or fortnightly.

**Advocacy Service**

As part of the Rape Crisis Scotland National Advocacy Project, our Advocacy Service delivers "end-to-end" support for survivors thinking of or engaging with the criminal justice system. Should you decide to report to police, our Advocacy Service is here to support you through the criminal justice process. We are here to answer questions, provide information and resources, and help you prepare for the next steps. We may also be able to help by being a supportive presence during statements or court proceedings, and liaising with Police Scotland, the Crown Office and/or the Procurator Fiscal Service to assist with updates.

**Prevention & Activism**

We have a dedicated Sexual Violence Prevention & Activism Worker who works in all the secondary schools in Shetland delivering the Rape Crisis Scotland National Prevention Programme and facilitates the uptake of Equally Safe at School (ESAS), a whole school approach to gender-based violence. She also leads and facilitates BEE (Bold, Equal & Empowered) our young activists’ volunteer group.

**Participation**

We undertake training, campaigns and community events to educate on the prevalence of sexual violence and highlight ways to prevent it, and we take part in partnership work with strategic partnerships, the local authority, health, and third sectors advocating for the inclusion of concerns relating to sexual and gender-based violence in Shetland. We have recently formed an ex-service users advisory group, OWL (Onward, Wellness Learning).

**Find Out More**

[www.compasscentre.org](http://www.compasscentre.org)

**ADVICE ON COMPLETING YOUR APPLICATION FORM**

As part of our commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview and these are considered by a shortlisting panel in an anonymised format. Therefore, only information which appears on the form (and continuation pages) can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the shortlisting/interview panel will be looking for.
2. Section 5 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from outwith formal employment.
3. We are a values-led organisation. We are interested in hearing about your values and what draws you to this kind of work, as well as how you bring your values into your practice and your everyday life. Please make sure to capture this as well as your experience and skills.
4. We have lots of information about our service on our website [www.compasscentre.org](http://www.compasscentre.org)
5. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the shortlisting panel.**
6. A Protection of Vulnerable Groups for Adults & Children Disclosure is required as part of the job.
7. All applicants must complete all parts of the application form.
8. Application forms must arrive on time forms arriving late will not be considered.
9. References are normally taken up for the shortlisted applicants before interview. If you do not wish one or all references to be contacted at that time please indicate on the relevant page. It is our policy not to make a job offer without references.

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| **Job Title** | **Young Survivors’ Practitioner** |

This is an exciting opportunity to join the Shetland Rape Crisis team, working in The Compass Centre in Lerwick. We provide free and confidential information, support, counselling, and advocacy to any non-abusive person in Shetland, of any gender (age 13+), who has been affected by sexual violence at any time in their life. We are an intersectional feminist and trauma-skilled organisation, and the successful candidate will be supported to learn and grow in their own practice and values-base.

**Closing date:** Friday 3rd February 2023 @ Midnight

**Interviews:** Week 13th February 2023 (may be subject to change).

**Salary:** £34,073 pro rata inclusive of Distant Islands Allowance.

**Hours:** 20-21 hours per week, to be agreed with successful applicant.

**Reporting to:** Year 1: Service Manager. Years 2 & 3: TBC.

**Location:** The Compass Centre, Lerwick, Shetland.

**Holiday Entitlement:** 30 Days plus 12 Public Holidays (pro rata).

**Pension:** Employer contribution at 8% to pension fund.

**Contracted to:** This post is funded by the National Lottery Community Fund Scotland, made possible by National Lottery players, until 31st March 2026. Contracts will be issued annually upon confirmation of funding, which is expected to be successful.

**Job Purpose**

* This project is funded until 31st March 2026 and has a focus on the development, design and delivery of services and resources for young, non-abusive survivors (aged 13-25), of all genders, who have been affected by sexual harm.
* In year one, the practitioner will lead on and evidence the development of pathways and resources for young survivors in all three strands of our frontline work: Support Service, Advocacy Service and Counselling Service. These will be co-developed in consultation with young survivors, young Shetlanders, and other key stakeholders as identified by the practitioner, their line manager, and the team at The Compass Centre.
* In years two and three, after induction and training in the Rape Crisis Scotland Service Standards and Support Model, the practitioner will then join the Survivor-Facing Team and become responsible for delivering support to survivors accessing The Compass Centre’s services, in line with the new pathways and resources, as well as The Compass Centre’s existing policies and procedures.

**Project Outcomes Year 1**

1. Young people (age 13-25) are enabled to participate in service improvement and to shape development of our services.
2. We engage and collaborate with survivors (age 13-25) to identify and address their needs.
3. We work proactively to identify and overcome barriers to support for young people (age 13-25) affected by sexual harm.
4. Strategic partnerships are strengthened, promoting shared approaches to sexual harm and support for direct intervention, resulting in decreased acceptance of sexual harm among young people, better responses to incidences and better access to support.

**Project Outcomes Years 2 & 3**

1. Young people in Shetland, aged 13-25, who have been affected by sexual harm have access to appropriate and high-quality services which increase wellbeing, empowerment and resilience.
2. Young people in Shetland, aged 13-25, who have been affected by sexual harm are safer, have increased understanding of the impacts of sexual harm and trauma, and are more able to self-manage these.
3. Young survivors of sexual harm in Shetland, aged 13-25, have access to timely, appropriate services, ideally within 4-6 weeks of first contact.
4. There is an improvement in the support available to young victims (aged 13-25) of rape and serious sexual crime.
5. There is an improvement in the experience of the criminal justice process for young victims (aged 13-25) of rape and serious sexual crime.

**SUMMARY OF MAIN RESPONSIBILITIES & ACTIVITIES**

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the employee in this position.

The post-holder will be primarily responsible for the development, design and delivery of services and resources for non-abusive young survivors (aged 13-25) of all genders who have been affected by sexual harm at any time in their life, including rape, sexual assault, childhood sexual abuse, reproductive abuse, sexual harassment, intimate image abuse and all other forms of sexual harm.

In year one, this will involve the design and development of young person’s pathways and resources in all three strands of our frontline work: Support Service, Advocacy Service and Counselling Service.

Currently these services all follow the same service-user journey and draw upon the same resources. We are aware that our young service users often have different needs to the adults who use our service and would benefit from approaches designed specifically for them and their needs.

This will be co-developed with service users from this age group and other key stakeholders to meet identified needs, including, but not necessarily limited to: schools, youth groups, our own young volunteer activists’ group BEE (Bold, Equal & Empowered), public partnerships, statutory bodies and other third sector organisations.

The post-holder will take an approach informed by an understanding of trauma, including complex trauma, as well as an understanding of intersectional feminism and gender-based violence. The post-holder will be required to work across the different functions of the service including referral and intake process, support service, helpline, phone/text/email support, endings, onward referral, and other collective responsibilities as required.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. We are committed to promoting equality and diversity and applications are welcomed from women of all backgrounds. We particularly welcome applications from black and minority ethnic women, LGBT women, and disabled women. We also encourage applications from survivors and ex-service users, but please be aware that we can only accept applications from ex-service users at The Compass Centre who have been more than a year out of service. Unfortunately, we cannot accept applications from current service users. If this applies to you, please email [contact@compasscentre.org](mailto:contact@compasscentre.org) about joining our ex-service user’s advisory group, OWL.

1. **Research**

* To thoroughly familiarise yourself with The Compass Centre’s existing services, referral pathways, service-user journeys, outcome measures, and associated resources.
* To thoroughly familiarise yourself with the [Rape Crisis Scotland Service Standards](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf) and Rape Crisis model and approach.
* To research best-practice in delivering support and advocacy to young survivors of sexual violence.
* To research other service approaches, including other Rape Crisis centre’s approaches, to delivering support and advocacy to young survivors.

1. **Consultation**

In line with the project outcomes and ethical practice; and with input from the team at The Compass Centre and your Line Manager:

* To identify key stakeholders for consultation, including, but not necessarily limited to: young service-users, schools, youth groups, our young volunteer activists’ group BEE (Bold, Equal & Empowered), public partnerships, statutory bodies and other third sector organisations.
* To develop materials and approaches for consultation with stakeholders that will allow us to gather appropriate qualitative and quantitative data to help inform the development of services and resources for young people.
* To bring together a comprehensive plan for conducting this research and consultation ethically, in a realistic timeframe, and using the resources available to you.
* To proactively organise and manage any events, outreach work, focus groups, questionnaires and/or interviews conducted as part of this plan using the resources available to you and working within The Compass Centre’s policies and procedures.

1. **Service and Resource Development**

Based upon ongoing consultation, to review, and where appropriate, design and develop young-person specific processes and materials in the following areas (and any other identified areas that arise):

* Referral Pathways
* Intake Processes
* Review Processes
* Endings Processes
* Services and Service-User Journey
* Resources (both physical resources, such as the centre itself, and client-focussed, such as psycho-educational materials and exercises)
* Outcome Measures
* Evaluation Materials
* Communications and Marketing
* Methods of Contact
* Staff Training and Resources (this will include the development and delivery of internal training to staff on any new service approaches or resources created as a part of this work).
* External Training Resources
* Transition Between Young Person’s & Adults Approaches

1. **Monitoring and Evaluation**

* To keep accurate and up-to-date records, including qualitative and quantitative data, of all stakeholder consultation in line with the Project Outcomes and The Compass Centre’s policies and procedures, including GDPR.
* To document and evidence your approach to consultation and development in line with the Project Outcomes and The Compass Centre’s policies and procedures, including current service pathways.
* To develop and design all new service materials and resources in line with [The Rape Crisis Scotland Service Standards](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf) and Rape Crisis model and approach.
* To document all newly developed processes and materials, including internal materials such as staff training and resources.
* To write reports on activities and outcomes where required.
* In years 2 & 3, to keep accurate service-user records in line with The Compass Centre’s policies and procedures and GDPR.
* In years 2 & 3, to use The Compass Centre’s OASIS database and evaluation tools to allow for accurate record keeping.
* To act in accordance with The Compass Centre’s policies and procedures, including our Confidentiality Policy and Data Policies, and contribute to the development of these where appropriate.
* To contribute to monitoring and evaluation frameworks to evidence the impact of the Compass Centre’s services for survivors of sexual violence and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned.

1. **Support Service (Years 2 & 3)**

* To provide trauma-skilled emotional and practical support to non-abusive survivors, of all genders, in line with the [Rape Crisis Scotland Service Standards](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf) and the [NHS Education for Scotland Transforming Psychological Trauma Framework](https://transformingpsychologicaltrauma.scot/media/x54hw43l/nationaltraumatrainingframework.pdf), as well as your own newly developed pathways for young survivors.
* To deliver The Compass Centre’s specialist trauma-skilled Support Service to survivors of sexual violence, in line with and contributing to the continuing development of the young person’s services and The Compass Centre’s existing systems and processes.
* To deliver evidence-based psychoeducational interventions with survivors.
* To deliver safety and stabilisation interventions with survivors.
* To undertake risk and resilience assessments with survivors.
* To work in partnership with survivors to achieve their self-identified goals while in service.
* To work in partnership with survivors to advocate for their needs and wishes with partner agencies and services including, but not limited to: housing, health, social work, education, employment, benefits, third sector and more.
* To recognise and raise with your Line Manager when a referral to other external services, such NHS Mental Health Services, may be required and to work in partnership with the survivor to make this referral should it be wanted.
* To recognise and raise with your Line Manager when a referral to The Compass Centre’s specialist Advocacy or Counselling Services may be a more appropriate approach for a service user than continued work with the Support Service.
* To, where appropriate and agreed with your Line Manager, deliver The Compass Centre’s 6 Week Waiting List Safety & Stabilisation Course for survivors on the Waiting List.
* To, where appropriate and agreed with your Line Manager, be able to provide very limited advocacy to survivors, with input and guidance from the specialist Advocacy Service.
* To, where appropriate, participate in multi-agency initiatives including MARAC and GIRFEC to promote the service user’s safety and wellbeing.
* To act on any child and vulnerable adult protection or wellbeing concerns identified during appointments, following The Compass Centre’s safeguarding and child and vulnerable adult protection policies and procedures.
* To use an integrated, adaptable and holistic approach to your work with survivors.
* To use an approach underpinned by the [Rape Crisis Scotland Service Standards](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf) gendered and intersectional analysis of sexual violence and the [NES Transforming Psychological Trauma Framework](https://transformingpsychologicaltrauma.scot/media/x54hw43l/nationaltraumatrainingframework.pdf) approach to trauma in your work.
* To be able to deliver all of this via telephone, zoom, text, messaging and email as required, as well as traditional face-to-face.
* To work in partnership with relevant agencies to enhance responses to survivors of sexual violence including, where appropriate, the development and delivery of training inputs.

1. **General Practice**

* To always conduct your practice within The Compass Centre’s Code of Practice and Professional Boundaries Policy.
* To, alongside the rest the team at The Compass Centre, cover The Compass Centre’s Helpline during opening hours in line with the [Rape Crisis Scotland Service Standards](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf) and The Compass Centre’s processes and procedures.
* To respond sensitively to all disclosures and to facilitate people’s access to services as appropriate.
* To work with the team and your Line Manager to ensure cases are assigned to the most appropriate service at The Compass Centre upon referral.
* To, where appropriate, initiate and facilitate group wellbeing activities for service users or as identified by the team at The Compass Centre.
* To, where appropriate, refer to and support the work of OWL (Onward, Wellness, Learning), The Compass Centre’ survivor reference group.
* To, where appropriate, refer to and support the work of BEE (Bold, Equal & Empowered), The Compass Centre’s young activist group.

1. **Qualification & Continued Professional Development**

* To hold and maintain appropriate qualifications and training as required by The Compass Centre.
* To undertake training and development as required and identified, including mandatory training which you must take responsibility for completing. This may include some off-island travel and overnight stays.
* To self-identify CPD that will allow the continuing development of your practice.
* To self-identify CPD that will allow the continuing development of the The Compass Centre as a whole.
* To update and maintain a training log and discuss regularly with your Line Manager.

1. **Accountability & Supervision**

* To take responsibility for attending 1.5 hours of organisational supervision with your Line Manager per month and 1.5 hours of external supervision with an appropriate supervisor per month.
* To attend two Probation Meetings with your Line Manager at month 3 and month 6, and any further probation meetings required of you thereafter.
* To attend an annual Performance Development Review with your Line Manager and attend to the actions identified throughout the year.
* To attend regular General Team Meetings, Survivor-Facing Team Meetings and Reflective Practice.
* To attend to your mental health and wellbeing and flag with your Line Manager if you are struggling with vicarious trauma or need extra supports.
* To undertake any duties as may be reasonably requested by your Line Manager / the Service Manager.

1. **Equalities**

* To promote and positively uphold SRC’s anti-discriminatory, non-violent and intersectional feminist values in all aspects of practice, in line with our Vision and Values and the [Rape Crisis Scotland Service Standards.](https://www.rapecrisisscotland.org.uk/resources/RCNSSsummaryexternaldoc19-1.pdf)

1. **Team Working and Communication**

* To work constructively and supportively in a team with other Compass Centre staff.
* To take part in, and sometimes lead, awareness-raising activities or projects as part of the wider organisational goals. Particularly during the 16 Days of Activism Against Gender-Based Violence and on International Women’s Day.
* To work with other organisations on promoting survivor’s interests. This may include attending strategic partnerships that are deemed relevant to your role.
* To occasionally attend staff outreach events as part of the team at The Compass Centre (including agricultural shows, Pride, and other pop-up events).
* To attend some Board Meetings, Trustee interviews and other strategic work as a staff representative.
* To work together to keep the centre neat, tidy and a comfortable place for staff and survivors.

1. **General**

* From time to time, you may be asked to undertake other tasks in line with SRC’s organisational goals.

**PERSON SPECIFICATION**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| **Knowledge** | E1  E2  E3  E4  E5  E6  E7 | Understanding and ability to explain an intersectional feminist analysis of gender-based violence.  Understanding of the impact of sexual violence and trauma.  Understanding of issues affecting young survivors of sexual violence.  Understanding of issues affecting young Shetlanders.  Understanding of the values, principles and processes of youth work.  Understanding of ethical data processing and confidentiality practices.  Understanding of risk assessing and safeguarding. | D1  D2  D3 | Knowledge of current legislation, policy and strategy relating to the violence against women agenda  Knowledge and understanding of the Rape Crisis Scotland Service Standards and approach.  Understanding of trauma-skilled practice. |
| **Skills and Abilities** | E8  E9  E10  E11  E12  E13 | Ability to communicate confidently and persuasively with a variety of groups, organisations, and agencies.  Excellent communication skills, both written and oral.  Skilled in use of IT e.g. for case notes, reports, email, surveymonkey, internet searches.  Capable of using own initiative and of meeting tight deadlines.  Ability to work in variety of creative approaches.  Monitoring, data analysis, and evaluation skills. | D4  D5  D6 | Report writing skills.  Ability to work effectively with a wide range of partners in voluntary and statutory agencies.  Ability to engage supportively with anyone affected by sexual violence |
| **Experience** | E14  E15  E16  E17  E18  E19 | Experience of maintaining professional boundaries.  Experience working with young people.  Experience leading on a project or projects.  Experience of working within child protection and vulnerable adult protection guidelines and legislation.  Experience working effectively as part of a team.  Experience managing risk. | D7  D8  D9  D10  D11  D12  D13 | Experience of responding to disclosures.  Experience working with people affected by sexual violence.  Experience of working with people affected by gender-based violence, including coercive control.  Experience working in the Rape Crisis network.  Experience facilitating group work.  Experience taking part in GIRFEC and/ MARAC processes.  Experience delivering support in related areas (navigating education, employment, housing, health, benefits, and other areas that might require practical inputs for young people and/or survivors) |
| **Qualifications** | E20 | Degree in relevant area (e.g. in youth work and community development, youth justice, education studies, counselling, social work, psychology, community education, sociology, equalities or other related field), OR equivalent experience. | D14  D15 | Qualifications in other relevant areas  NES Safety & Stabilisation |
| **Other** | E21  E22  E23 | Commitment to equality & diversity and anti-discriminatory practice.  Ability to work flexibly, including evening/weekend work as required.  Ability to meet the travel requirements of the post. |  |  |

**Application to The Compass Centre for the post of:**

**Young Survivor’s Practitioner**

**To be returned to:** contact@compasscentre.org

**by: Midnight on Friday 3rd February**

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| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| Postcode: | Email address: |

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| **Section 2: Qualifications and training**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | | | | | | | | | | |
| Qualification and/or training | | | | Subject | | | | | | Date | |
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| **Section 3: Present employer** | | | | | | | | | | | |
| Name & address of employer: | | | | | | Date commenced employment: | | | | | |
| Job title: | | | | | | Notice required: | | Current salary: | | | |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | | | | | | | | | | |
| **Section 4: Previous employment (list in order, with most recent employer first)** | | | | | | | | | | | |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). | | | | | | | | | | | |
| Dates | | Name and address of employer | | | | Job title and nature of work | | | Reason for leaving | | |
| From  DD/MM/YY | To  DD/MM/YY |
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| **Section 6: References** | | | | | | | | | | |  |
| Shetland Rape Crisis requires a minimum of 2 employment references to cover a three-year period – if necessary, please provide further referees covering the last 3 years. | | | | | | | | | | |  |
| **Reference 1: Current / most recent employer** | | | | | | | | | | |  |
| Name: | | | Position: | | | | Tel no: | | | |  |
| Company name: | | | | | Email:  Address: | | | | | |  |
| May we, with discretion, contact your employer to discuss this reference: | | | | |  |
| **Reference 2: Previous employer / supervisor** | | | | | | | | | | |  |
| Name: | | | Position: | | | | Tel no: | | | |  |
| Company name: | | | | | Email:  Address: | | | | | |  |
| May we, with discretion, contact your previous employer to discuss this reference: | | | | |  |
| **Reference 3: Previous employer / supervisor** | | | | | | | | | | |  |
| Name: | | | Position: | | | | Tel no: | | | |  |
| Company name: | | | | | Email:  Address: | | | | | |  |
| May we, with discretion, contact your previous employer to discuss this reference: | | | | |  |

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| Are you eligible to work in the UK? |  |
| Do you know of any reasons why you may not legally be able to take this position? |  |
| Do you have any specific requirements in order to perform this job effectively? |  |

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| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. Offers of employment will be subject to satisfactory references, a PVG check and compliance with UK working restrictions. I realise that false information or omissions may lead to dismissal without notice.  Signature:  Date: |