**Victims First Northumbria Application Form**

***Please ensure that if you reach the end of a line you***

***create a new line with the ‘Enter’ key***

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| **Vacancy Name:** | Victim Care Co-ordinator |
| **Vacancy ID:** | VCC220818 |

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| **Location:** | North Tyneside (to change to a Newcastle city centre location) |
| **Hours:** | Full Time |
| **Contract Type:** | Permanent/ Fixed Term |

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| **Personal Details** |
| **Title:** | Title |
| **Surname:** | Surname |
| **Forename:** | Forename |
| **Middle Name(s):** | Middle Name(s) |
| **Surname at birth (if different):** | Surname at birth (if different) |
| **National Insurance Number:** | National Insurance Number |
| **Town of Birth:** | Town of Birth |
| **Country of Birth:** | Country of Birth |
| **Nationality:** | Nationality |
| **Date of Birth:** | DD **/** MM **/** YYYY |
| **Address Line 1:** | Address Line 1 |
| **Address Line 2:** | Address Line 2 |
| **Town:** | Town |
| **Region:** | Region |
| **Postcode:** | Postcode |
| **Email Address:** | Email Address |
| **Preferred contact number****(including Area Code is****applicable):** | Preferred contact number |
| **Home Telephone (including****Area Code):** | Home Telephone |
| **Mobile Telephone:** | Mobile Telephone |
| **Do you consider yourself to****have a disability as defined****by the Equality Act 2010?:** | Do you consider yourself to have a disability? |
| **Please provide details of****your disability:** | Please provide details of your disability |

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| **Employment** |
| **Are you currently or have you ever been employed in the past?:** | Y/N |

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| **Employment History 1 – Most Recent/ Current Employment** |
| **Name of Organisation:** | Name of Organisation |
| **Position Held:** | Position Held |
| **Period of notice required:** | Period of notice required |
| **Position Salary (Per Annum):** | Position Salary |
| **Referee Relationship:** | Referee Relationship |
| **Referee Title:** | Referee Title |
| **Referee Surname:** | Referee Surname |
| **Referee First Name:** | Referee First Name |
| **Referee Telephone Number:** | Referee Telephone Number |
| **Referee Email Address:** | Referee Email Address |
| **May we contact this referee now?:** | Y/N |
| **Date Started:** | DD **/** MM **/** YYYY |
| **Date Left (is applicable):** | DD **/** MM **/** YYYY |
| **Reason for leaving/ wanting to****leave:** | Reason |
| **Please detail key tasks of the job****role:** | Key Tasks |

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| **Employment History 2 – Previous Employment** |
| **Name of Organisation:** | Name of Organisation |
| **Position Held:** | Position Held |
| **Position Salary (Per Annum):** | Position Salary |
| **Referee Relationship:** | Referee Relationship |
| **Referee Title:** | Referee Title |
| **Referee Surname:** | Referee Surname |
| **Referee First Name:** | Referee First Name |
| **Referee Telephone Number:** | Referee Telephone Number |
| **Referee Email Address:** | Referee Email Address |
| **May we contact this referee now?:** | Y/N |
| **Date Started:** | DD **/** MM **/** YYYY |
| **Date Left:** | DD **/** MM **/** YYYY |
| **Reason for leaving/ wanting to****leave:** | Reason |
| **Please detail key tasks of the job****role:** | Key Tasks |

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| **Employment History 3 – Previous Employment** |
| **Name of Organisation:** | Name of Organisation |
| **Position Held:** | Position Held |
| **Position Salary (Per Annum):** | Position Salary |
| **Referee Relationship:** | Referee Relationship |
| **Referee Title:** | Referee Title |
| **Referee Surname:** | Referee Surname |
| **Referee First Name:** | Referee First Name |
| **Referee Telephone Number:** | Referee Telephone Number |
| **Referee Email Address:** | Referee Email Address |
| **May we contact this referee now?:** | Y/N |
| **Date Started:** | DD **/** MM **/** YYYY |
| **Date Left:** | DD **/** MM **/** YYYY |
| **Reason for leaving/ wanting to****leave:** | Reason |
| **Please detail key tasks of the job****role:** | Key Tasks |

***If you require additional sheets in relation to previous employment experience please see the end of this document for***

***an additional Employment History Sheet.***

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| **Education & Qualifications** |
| **Do you have a Masters and/ or****PHD?:** | Masters and/ or PHD |
| **Masters and/ or PHD Subject(s):** | Subject(s) |
| **Date(s) obtained:** | Date(s) |
| **Do you have a Degree?:** | Degree |
| **Degree Subject(s):** | Subject(s) |
| **Date(s) obtained:** | Date(s) |
| **Do you hold any Professional Qualifications?:** | Professional Qualifications |
| **Name of Professional Body or****Institution:** | Professional Body/ Institution |
| **Do you have A Levels, NVQ** **Level 3 or equivalent?:** | A Levels/ NVQ/ Equivalent |
| **A Level, NVQ Level 3 or****equivalent subject(s):** | Subject(s) |
| **Date(s) Obtained:** | Date(s) |
| **Do you have GCSE’s, O Levels****or equivalent, in Maths and****English, Grade A-C?:** | Y/N |

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| **Competencies** |
| **Please describe the specific qualities, skills and experience you will bring to the role underpinned by your key****achievements to date*****Max 500 words, see bottom left corner for word count or highlight text and press CTRL + SHIFT + G******Please ensure that if you reach the end of a line you create a new line with the ‘Enter’ key*** |
| Click here to enter text. |

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| **Marketing** |
| **Where did you see this vacancy?** | Choose an item. |
| **If you have selected other, please specify:** | Click here to enter text. |

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| **Convictions & Cautions** |
| **Have you ever been convicted for any offence or had****formal cautions by police for any offence or any****bind-overs imposed by any court?:** | Y/N |
| **Please list any offences:** | Click here to enter text. |
| **Do you have any pending prosecutions?:** | Y/N |
| **If yes, please specify:** | Click here to enter text. |
| **Have you ever been involved in a criminal investigation (whether or not this has led to any prosecution) or been associated with criminals?:** | Y/N |
| **If yes, please specify:** | Click here to enter text. |

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| **Additional Employment History Sheet** |

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| **Employment History 4 – Previous Employment** |
| **Name of Organisation:** | Name of Organisation |
| **Position Held:** | Position Held |
| **Position Salary (Per Annum):** | Position Salary |
| **Referee Relationship:** | Referee Relationship |
| **Referee Title:** | Referee Title |
| **Referee Surname:** | Referee Surname |
| **Referee First Name:** | Referee First Name |
| **Referee Telephone Number:** | Referee Telephone Number |
| **Referee Email Address:** | Referee Email Address |
| **May we contact this referee now?:** | Y/N |
| **Date Started:** | DD **/** MM **/** YYYY |
| **Date Left:** | DD **/** MM **/** YYYY |
| **Reason for leaving/ wanting to****leave:** | Reason |
| **Please detail key tasks of the job****role:** | Key Tasks |

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| **Employment History 5 – Previous Employment** |
| **Name of Organisation:** | Name of Organisation |
| **Position Held:** | Position Held |
| **Position Salary (Per Annum):** | Position Salary |
| **Referee Relationship:** | Referee Relationship |
| **Referee Title:** | Referee Title |
| **Referee Surname:** | Referee Surname |
| **Referee First Name:** | Referee First Name |
| **Referee Telephone Number:** | Referee Telephone Number |
| **Referee Email Address:** | Referee Email Address |
| **May we contact this referee now?:** | Y/N |
| **Date Started:** | DD **/** MM **/** YYYY |
| **Date Left:** | DD **/** MM **/** YYYY |
| **Reason for leaving/ wanting to****leave:** | Reason |
| **Please detail key tasks of the job****role:** | Key Tasks |