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| LGBTfoundation | LGBT Foundation**Application Form** **Part 2** |

Position Applied For:

Domestic Abuse Officer – Outreach & Resettlement

*and/or*

Domestic Abuse Officer – Casework & Delivery

Please complete all sections of the form in black ink or type directly into the boxes. Application forms that are not completed in full will be automatically rejected. CV’s will not be accepted.

Applications must be returned by email: recruitment@lgbt.foundation

Closing date and time is 9am on 6th July 2022.

Interviews will take place on TBC in Person in Manchester.

If you require this form or any of the accompanying information in large print, please contact Simon Baker on 0345 3 30 30 30.

The lawful condition for processing this data under GDPR is ‘fulfilment of contract’.

LGBT Foundation will use this information to shortlist during and as part of the application process.

If successful, we will add you to payroll and to our pension provider, as well as our own internal HR system. We will not share this information with anyone else for any other purposes. We use authorised third parties to help us process our data who are also GDPR compliant.

#  Current Experience

Please complete this section, listing details of your current employer and the duties you perform in your current role.

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| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities**  |  |
| **Reason for leaving** |  |

# Previous employment

Please include paid or unpaid work and account for any gaps. If you need more space, please continue on a separate sheet clearly stating the section of the form, your name and the position you are applying for.

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| **Name & Address of Organisation** | **Length of Service** | **Brief description of duties and responsibilities (including reason for leaving)** |
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# Experience, skills, abilities and knowledge

The first stage of the application is answering 3 questions based upon the organisation’s values and your work experiences and skills.

You can choose to answer these using video OR audio format submissions (nothing fancy, just using your phone is fine).

If you have a particular reason as to why you cannot submit in this format and would prefer to use a written response, please type your response using 200 words or less per question onto a separate page at the end of this application.

Video/Audio file(s)can be attached to the main email OR if the files are too big we suggest using a file transfer linking service such as [WeTransfer](https://wetransfer.com/) and email BOTH submissions together to recruitment@lgbt.foundation using the same email that you sent this application from. You can answer all the questions in one file if you wish.

Add “Domestic Abuse Officer – *Your Name”* to the message

Click [here](https://www.youtube.com/watch?v=gmzMsSCKj4E&t=6s) on how to use WeTransfer.

1. **Can you describe how you prioritise self-care to ensure you remain resilient and focused when supporting people with complex needs?**

Submission Type (choose 1) - 2 Minutes or less

☐ Video (File Name Q2) ☐ Audio (File Name Q2)

1. **Can you describe your understanding of the psychosocial issues LGBT+ communities face including Domestic Abuse, Substance Misuse and Mental Health?**

Submission Type (choose 1) - 2 Minutes or less

[ ]  Video (File Name Q3) [ ]  Audio (File Name Q3)

1. **Can you describe what actions you would take when a safeguarding concern is raised to you by a service user?**

Submission Type (choose 1) - 2 Minutes or less

[ ]  Video (File Name Q4) [ ]  Audio (File Name Q4)

LGBT Foundation is part of the Disability Confident scheme and is an Investors in People accredited organisation. If you prove to us that you meet all of our essential criteria, you will be guaranteed an interview.



Do you consider yourself to be disabled?

**Yes No**

If yes, please note here any arrangements which would need to be made if you are called for interview.

Please select which role you are applying for:

*(you can select 1 or both)*

Domestic Abuse Officer – Outreach & Resettlement

Domestic Abuse Officer – Casework & Delivery