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# LGBT+ Independent Domestic Violence Advisor (LGBT+ IDVA)

Full Time

EXETER BASED

**Application Form**

***Confidential***

Please complete in clearly written or typed black ink. Continue on a separate sheet where necessary.

Intercom strives to make the recruitment process as welcoming and positive as possible. We will do all we can to facilitate and support applicants. At each stage, candidates will be asked about any particular access needs or preferences they may have.

If you have any questions about the recruitment process, or accessibility, or if you need this form in a different format, or in hard copy, please contact Tom Gibbs our Office Administrator on 01392 201015 or e-mail [office@intercomtrust.org.uk](mailto:office@intercomtrust.org.uk).

**The recruitment process**

The closing date for this application is NOON on **Tuesday 18th February 2025.** We expect to invite shortlisted candidates for interview at our Exeter office on either **Thursday 27th or Friday 28th February 2025.**

We are aiming for an **April 2025** start date (dependent on availability)

Please return completed forms to us via the job listing on our website.

If selected for interview, we will also ask you to make a short presentation (5 – 10 mins) on the day in which we would like you to outline an:

**What are the barriers for lesbian, gay, bisexual and trans+ people in getting support for domestic violence and abuse?**

Your details

First Name(s):

Last Name:

Preferred Pronouns):

Address (including postcode):

Phone-numbers (daytime):

(mobile):

E-mail:

Please provide details of 2 professional referees. One must be your current or most recent employer or education establishment if you were in full-time education.

We will only ask for a reference for the successful applicant after interview. Appointment will be on receipt of satisfactory references.

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| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Address with  Organisation  (if relevant) |  |  |
| Telephone |  |  |
| Email |  |  |

**How did you hear about this vacancy?**

# Employment History

Please detail your previous employment beginning with your present or last employer and work backwards.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer\* | From | To | Position held / main duties | Final salary | Reason for leaving |
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**Please provide a statement to cover any gaps in employment.**

# Volunteering History

Please detail of any volunteering you have undertaken.

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| --- | --- | --- | --- | --- | --- |
| Name and address of employer\* | From | To | Position held / main duties | Final salary | Reason for leaving |
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# Education and Qualifications

Please give details of examinations attempted and results.

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| Name and address of school, college or university | Subject/course studied and level | Result/grade |
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# Professional Bodies

Provide details of any professional bodies you belong to.

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| --- | --- |
| Name and address of institution | Membership level |
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**Current level of IT skills**

Word 2007 onwards: Choose an item.

Excel 2007 onwards: Choose an item.

Outlook 2007 onwards: Choose an item.

Social Media: Choose an item.

Video Conferencing software: Choose an item.

Comments: Click here to enter text.

|  |
| --- |
| Reason for Application Please tell us your reasons for applying for this post.  The **Person Specifications** and **Job Purpose and Duties** section on the Job Description outline the requirements we have for this role, so please take the time to go through them and share with us all the relevant knowledge, experience and skills you have to meet the needs of this amazing and rewarding post.  Do not attach a CV.  The sifting and shortlisting of all applicants will be based on how thoroughly your application form meets the needs of the position we are recruiting for. Please make the most of this opportunity to share with us everything you feel would make you the best person for this job. |

# Additional Information

|  |  |  |
| --- | --- | --- |
| **Driving**  Do you hold a full, clean, current, UK driving licence and have a car that you can drive in order to meet the needs of this role?  **Yes / No** | | |
| Please give details of any current endorsements |  | |
| **Rehabilitation of Offenders Legislation**  This post may involve you having access to vulnerable children and/or adults. Because of the nature of the work for which you are applying, this post is exempted from the provisions of the Rehabilitation of Offenders legislation. Applicants are therefore required to provide details of both spent and unspent criminal convictions, conditional discharges or cautions.  Information received will be treated in strict confidence. A criminal record will not necessarily be a bar to employment with Intercom Trust. Employment will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service. | | |
| Please confirm that you have completed and returned the separate Self-disclosure Form with your application for this post. | | **Yes / No** |

# Declaration of Applicant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the information given in this application is, to the best of my knowledge, complete and correct. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.  I understand that if I am successful the information provided will form part of my personnel record which will be retained for the duration of my employment and for 2 years thereafter. If I am not successful I understand that Intercom Trust will retain the form for 6 months. | | | | |
|  |  |  | |  |
| Signed |  | Date |  | |

If you have any queries, please email office@intercomtrust.org.uk

**This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We take all the steps necessary, both during the recruitment process and during employment, to protect the people we support and recruit.**