

# Part-time LGBT+ Practitioner

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, positive and unoppressive 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 Paul Dawson, our Office Manager, at Intercom on 01392 201015 or e-mail office@intercomtrust.org.uk.

**The recruitment process**

The closing date for this application is NOON on **Wednesday 31st April.** We expect to invite shortlisted candidates for interview at our Exeter office on **Wednesday 7th June 2023.**

We are aiming for a July start date (dependent on availability).

Please return completed forms by e-mail to office@intercomtrust.org.uk, or by post to Recruitment (HSA), Intercom Trust, Zone 5 Wrentham Business Centre, Prospect Park, Exeter, EX4 6NA, making sure they arrive before the closing-date.

Sifting and shortlisting of applicants will be done on the basis of Section Two of this application form. Applications will be anonymised and compared with the person specification.

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

**Why I want to work with LGBT+ clients and for the Intercom Trust**

# SECTION 1

Your details

First Name(s): Click here to enter text.

Last Name: Click here to enter text.

Title (e.g. Ms, Mr, Mx, Dr): Click here to enter text.

Preferred Pronouns): Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Phone-numbers (evenings): Click here to enter text.

 (daytime): Click here to enter text.

 (mobile): Click here to enter text.

E-mail: Click here to enter text.

References

Please give details of two named referees. These should not include a relative or former or current partner.

**Current / most recent employer**

Name: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

How long have they known you? Click here to enter text.

**Second referee**

Name: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Relationship: Click here to enter text.

**DECLARATION**

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 all payments will be made by direct credit transfer to a Bank/Building Society Account. If appointed, I will give details of my account on a Bank Credit Details slip.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: Applicants who complete this form electronically and are invited for interview will be asked to sign this page before the interview.)

# SECTION 2

Employment History

Name and address of current / most recent employer: Click here to enter text.

Job / Title: Click here to enter text.

Dates: From: Click here to enter text.

 To: Click here to enter text.

Major duties / responsibilities:

Click here to enter text.

Salary: Click here to enter text.

Other benefits: Click here to enter text.

Reason for seeking new position / leaving: Click here to enter text.

Name and address of previous employer: Click here to enter text.

Job / Title: Click here to enter text.

Dates: From: Click here to enter text.

 To: Click here to enter text.

Major duties / responsibilities:

Click here to enter text.

Salary: Click here to enter text.

Other benefits: Click here to enter text.

Reason for seeking new position / leaving:

Click here to enter text.

Previous Employment History

| **Employers Name & Address** | **Job Title** | **Final Salary** | **Reason for Leaving** |
| --- | --- | --- | --- |
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**Please give details and an explanation of any gaps in your employment history:**

Click here to enter text.

Volunteering History if any

| **Agency’s Name & Address** | **Volunteer Work** | **Length of service (roughly)** | **Reason for Leaving** |
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Education & Training: Secondary school / college / university

| **Name & Address of Institution** | **Courses / Subjects** | **Full or part-time** |
| --- | --- | --- |
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**Other relevant training or work-related skills:**

Click here to enter text.

**Are you undertaking any course of study at present? If so, give details:**

Click here to enter text.

Professional membership

| **Name of professional body** | **Grade of membership & whether by examination** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text.  |
| Click here to enter text. | Click here to enter text. |

**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.

**Do you have access to a vehicle for use at work?** Yes / No

# SECTION 3

In your own words...

1. Please tell us why you would like to work at Intercom Trust.

Click here to enter text.

1. Please tell us what difficulties you think LGBT+ individuals and families in the Southwest might struggle with. *(you may make reference to professional and personal experience if you wish)*

Click here to enter text.

1. Please give us an overview of your experience and your skills working with clients who have a variety of complex needs.

Click here to enter text.

1. Bearing in mind the standards in the Person Specification for this post, please tell us which areas you feel particularly strong in and which you would identify for further development.

Click here to enter text.