



The **intercom** Trust
lesbian gay bisexual & trans
people & communities in the South West peninsula

PO Box 285, Exeter, Devon EX4 3ZT
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recruitment@intercomtrust.org.uk

CONFIDENTIAL
Application Form
LGBT Community Advocate in Dorset

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.

The recruitment process

Please return completed forms by post to: Recruitment (DA), Intercom, PO Box 285, Exeter EX4 3ZT, making sure they arrive before 5 in the afternoon on **THURSDAY 3rd June**. Interviews on Monday 7th June in Dorchester

Sifting and shortlisting of applicants will be done after the applications have been anonymised, and on the basis of the person specification.

If you have any questions about the recruitment process, or need this form in a different format, please contact Andy Hunt or Michael Halls at Intercom on 01392 201015.

First Name(s):

Last Name: Title: (e.g. Ms, Mr, Dr)

Address:
.....
.....
..... Postcode:

Phone-numbers (evenings)
..... (daytime)
..... (mobile)

e-mail:

Sexual orientation: Lesbian Gay Bisexual

Or other preferred equivalent term:

References

Please give details of two named referees. These should not include a relative or former or current partner. Additional references may also be sought from previous employers.

+ NOTE: References will NOT be taken up before interview.

Current / most recent employer

Name:

Address:

Telephone:

Relationship:

How long have they known you?

Second referee

Name:

Address:

Telephone:

Relationship:

How long have they known you?

N.B. We retain the right to seek references from all previous employers

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:

Employment: present / most recent post

Name and address of employer:
.....
.....

Job / Title:

Dates: From: To:

Major duties / responsibilities:
.....
.....

Salary: Other benefits:

Reason for seeking new position / leaving:
.....

Previous employed post

Name and address of employer:
.....
.....

Job / Title:

Dates: From: To:

Major duties / responsibilities:
.....
.....

Salary: Other benefits:

Reason for seeking new position / leaving:
.....

Previous Employment History

Employer's name and 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:

Volunteering History if any

Agency's name and address	Volunteer work	Reason for leaving
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Education & Training

Secondary school / college / university

Name & brief address of institution	Courses / Subjects	Full or Part-time	Qualifications / grades achieved
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Other relevant training or work-related skills:

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

Professional membership where applicable

Name of professional body

Grade of membership & whether by examination

Additional information: please circle as appropriate

Do you have a full driving licence? YES / NO

Do you have the use of a car? YES / NO

Do you have any current endorsements? YES / NO *(If YES, please give details.)*

Current level of computer skills

Word 2003 onwards: Unfamiliar / Reasonably familiar / Very familiar

Excel 2003 onwards: Unfamiliar / Reasonably familiar / Very familiar

Outlook 2003 onwards Unfamiliar / Reasonably familiar / Very familiar

Windows XP / Vista / 7 Unfamiliar / Reasonably familiar / Very familiar

In your own words...

Please tell us why you would like this post

Please tell us which of your qualities and competencies you would like to draw to our attention in the context of this recruitment

SUGGESTION: bear in mind our requirements as set out in the person specifications for this post.

Written exercise

You are welcome to do any research you wish, but please ensure that what you send us is your own work.

Shortlisted candidates will be asked interview questions about this written exercise.

This story is fiction, and is not based on any actual case.

You are welcome to answer this section on separate sheets, either hand-written or word-processed.

A lesbian, Mary, rings the Helpline to talk about the clinical depression and loneliness she has been experiencing since the death of her partner a year ago. They had been together for 20 years. Local people were not hostile to her and her partner, but she does not feel it is possible to talk openly about how much they meant to each other. Mary lives in her own home outside a small village in central Dorset and does not drive.

1. As you listen to this call, what thoughts go through your head about how you might respond?

Mary goes on to say that she is experiencing homophobic phone-calls on a regular basis from a withheld number. She does not want to involve the police or BT. She has spoken to her CPN about the problem, but received no help—in fact she has been told that the CPN has now asked her manager to reassign her to a different client “for personal reasons”.

2. You arrange to visit Mary at her home. What preliminary preparations do you make?

You return from the home visit. There were no dramatic developments.

3. Write a concise case-note for the file, beginning from the helpline call, with action points arising from the home visit.

(Draw on your experience and your knowledge of the issues to imagine what passed during the visit.)