**Gilgal Birmingham**

**P O Box 3918 Birmingham B9 5AQ**

**Tel: 0121-773-1431**

**Fax: 0121-326-0307**

**Email:** [**Altiagilgal@aol.com**](mailto:Altiagilgal@aol.com)

**Application Pack**

**Charity number**: 1102803 **Registered Company No**: 4790742

**Registered office**: 8 Maryland Road, Edgbaston, Birmingham B16 0NG

**Gilgal Birmingham**

P O Box 3918 Birmingham B9 5AQ

**Charity number: 1102803 Registered Company number: 4790742**

**Registered office: 8 Mayland Road, Edgbaston, Birmingham B16 0NG**

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| We use the details on your completed Application Form as the sole basis for short-listing for interview. Curriculum Vitae are not acceptable in place of a completed Application Form. Please Complete and return within 7 days. |

Application Form

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| **Position Applied for**: |

**Full Name:**

**Address:**

**Post Code:**

**Telephone Number:**

**Mobile Number:**

**Email Address**:

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| **Have you previously worked for Gilgal? YES / NO** (circle)  **If yes, in what capacity and when?** |

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| **How did you hear about this position?** |

**Employment History** (Please begin with current/most recent employment and include any voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  (from/to)  \_\_\_\_\_\_\_\_\_ | **Name & Address of Employer**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Position Held**  \_\_\_\_\_\_\_\_\_\_ | **Final**  **Salary**  \_\_\_\_\_\_ | **Reason for Leaving**  \_\_\_\_\_\_\_\_\_\_\_ |

Education and Relevant Qualifications/Training

(start with most recent dates)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (from/to)  \_\_\_\_\_\_\_\_ | Secondary School/Further Education/Professional Qualifications and related Training  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Subject or Training Course  \_\_\_\_\_\_\_\_\_\_\_ | Grade obtained (where applicable)  \_\_\_\_\_\_\_\_\_\_\_\_ |

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| Please give details of your reasons for applying for the post and why you feel you would be the most suitable candidate for this position. (Please add additional sheets if necessary) |

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| Special Leave (please give number of days and the reasons for this) |

Right to Work in the UK

Do you require a permit to work in the UK YES / NO (please circle)

If you hold a current permit to work in the UK please provide full details including start date and expiry date of your visa. Please also provide documentary evidence of the same if called for interview.

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Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on her ability to carry out normal day to day activities.

Do you have a disability as defined above? YES / NO (please circle)

If all of the above disability description does not apply to you however, you consider yourself to have a disability, please tick the box below:

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Referees

These must cover the last 5 years of employment/volunteering. One reference must be from your current or most recent employer/volunteer opportunity. You may also give details of a personal referee as well but you must not give your own Doctor or relative as a Referee.

Current Employer Previous Employer

|  |  |
| --- | --- |
| Name: | Name: |
| Job Title: | Job Title: |
| Organisation Name & Address  Email: | Organisation Name & Address  Email: |
| Tel No. | Tel No. |
| Dates of Employment  From: To: | Dates of Employment  From: To: |
| In what capacity do you know them: | In what capacity do you know them: |

Can we contact your current place of volunteering/employment prior to any conditional offer? YES / NO

Personal Referee

|  |
| --- |
| Name: |
| Job Title: |
| Organisation Name & Address: (if applicable) |
| Tel No. Email: |
| Dates of Employment:  From: To: |
| In what capacity do you know them: |

Disclosure Information

Because of the nature of the organisation, Applicants are not entitled to withhold information about convictions, including convictions which for other purposes may be ‘spent’, under the Rehabilitation of Offenders Act 1974.

Has any action ever been taken against you by a local authority in regard to a child/children under 18 years of age? YES / NO

Have you been cautioned for or convicted of an offence (other than motoring offences not resulting in disqualification) in any criminal proceedings in any Court of the UK or elsewhere? YES / NO

If you have answered yes to any of the above questions, please give full details here on a separate sheet of paper and enclosed in a sealed envelope, giving your name on the outside of the envelope, the date and the Job Title applied for.

(Applicants will be subject to an Enhanced DBS Certificate check)

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| Declaration:  “I agree that Gilgal Birmingham may ask my referees for comments on my stability for the post and in respect of employment referees, request details of my attendance, salary, performance, conduct, reasons for leaving and, my suitability for the post”.  “In submitting this Application Form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in my dismissal if, information becomes known after my appointment”  Signed:………………………………………….. Date:…………………………………………….. |

\* For electronically submitted forms, you will if short-listed, be asked to sign

the application at the interview.

Please return completed form by email to: [Altiagilgal@aol.com](mailto:Altiagilgal@aol.com)

Recruitment Monitoring

Position Applied for:

To help us monitor equal opportunities in employment, please tick or circle as appropriate:

A. White

British Irish Other (please state)

B. Mixed

White and Black Caribbean White and Asian

White and Black African Black and Asian

Other (please state)

C. Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Other (please state)

D. Black or Black British

Caribbean African Other (please state)

E. Chinese or other ethnic group

Chinese Arab Kurdish Vietnamese

Other (please state)

F. **Other Group not stated above** (please state)

**Gilgal Birmingham**

**General Information**

Gilgal, Birmingham (Gilgal) is a registered Charity and a registered Company limited by guarantee. Gilgal is governed by a Management Committee and works in partnership with Family Housing Association (Birmingham) Ltd, who act as Registered Social Landlord to Gilgal.

Gilgal offers safe emergency accommodation to women and their dependent children made homeless through domestic violence/abuse. Gilgal has a mix of family and single rooms which are allocated according to need. Gilgal can accommodate 14 women at any one time and up to 16 children (birth - 15yrs).

All referrals are received via a single point of access operated by Birmingham City Council. The Service to the general public is known as the Gateway Referral.

Gilgal offers a service to women from all cultures, faiths and social and economic back grounds.

The Staff team are very experienced and work to enable women make changes in their lives and move on to new homes free from violence and oppression. We work as part of an extensive network of professionals from Statutory and Voluntary Organisations to ensure women receive the best service possible at all times.

Confidentiality is important and the rights and privacy of Service Users and Staff **must** always be considered and maintained.

Gilgal is staffed 24 hours per day, seven days per week, 365 days a year. There is a member of Staff on hand at all times, should there be a need.

The Gilgal Staff team is made up of 1 Manager, 1 Senior Support Worker/Finance, 2 full time Support Workers, 1 part time Support Worker, 3 Out of Hours Workers, 2 part time Children, Young People and Family Workers, a part time Children’s Sessional Worker, a part time Domestic Cleaner and a part time Handyperson.

In addition to this there is a team of very committed Cover Workers who come in to cover emergency Staff shortages. We also work alongside a number of Volunteers and take Student Social Workers on placement from Birmingham City University, as well as Students on placements from schools, colleges and other Universities.

Gilgal is committed to Safeguarding and promoting the welfare of all resident women and children alike. We have Safeguarding Policies in place which Staff are familiar with.

Although Policies and Procedures are in place at Gilgal, it is impossible to legislate for every eventuality. People who work at Gilgal need to have a positive, enthusiastic, realistic and flexible approach to the work and, a sense of humour is a distinct advantage.

We are a service provided by women for women. We endeavour to be flexible and support our Staff team, Volunteers and Students on placement to provide emotional and practical support to the women and families we serve.

**Gilgal Birmingham**

**Service User Involvement Policy**

1. Gilgal Birmingham (Gilgal) is committed to ensuring that Service Users are informed and involved throughout their time at the Project.
2. Information will be given to all Residents after admission, both verbally and in writing, concerning the general running of the Refuge and the opportunities available to them.
3. Service Users will be made aware of any opportunities for involvement in service provision that arises.
4. Opportunities will be appropriately advertised in Service User Resident’s Meetings, Resident’s notice board, Minutes of Resident’s Meetings
5. Gilgal will endeavour to arrange in-house training opportunities, relevant to the various opportunities open to Service Users within the Project. External training opportunities will be made available to Service Users, where possible subject to costs involved.
6. Service Users attending in-house training opportunities will receive a Certificate of Attendance on completion of the training.
7. Service Users will have a nominated Representative where possible and dependent on the overall length of stay of the Service Users at any given time. Representatives will be nominated by the Service Users and will remain in post as the nominated Representative for a maximum period of seven (7) days. There is no restriction on the outgoing Representative being nominated for a further term of 7 days.
8. Service Users will have the opportunity to become involved in part, in the following areas: Recruitment and Selection, Induction process, Chairing Residents Meetings, Review of Policies and Procedures, having an input in the weekly Staff Team Meeting and the quarterly Management Committee Meetings. This list of opportunities is not exhaustive and, may change from time to time.
9. Service Users will continue to have an input in ideas for Service re-development via the Residents’ Suggestion Box or by direct discussion with Staff.
10. It is the responsibility of every worker, Volunteer, Service User, and Management Committee Member to ensure that this Policy is put into practice. It is therefore the duty of everyone to publicise the Policy, ensure that everyone has a copy of the Policy and that the Policy is explained to everyone to ensure that they understand its contents and implications.
11. This Policy will be reviewed every three (3) years or sooner, in support of service improvement.

**Gilgal Birmingham**

Confidentiality Statement and Guidelines for all Staff, Volunteers and Students

Gilgal Birmingham (Gilgal) is committed to protecting the confidentiality of the Refuge, Service Users and Staff. The following are guidelines, which must be followed: The guidelines are in 2 parts.

**Part 1** - relates to the building / address / business

**Part 2** - relates to personal information.

**Confidentiality Statement Part 1**

# Building / Address / Business

1. Gilgal is a Domestic Violence Refuge which provides safe, emergency accommodation and support to abused women, women at risk and their dependent children.
2. Families are in real danger and the confidentiality of the Refuge must be maintained at all times.
3. The address and location of the house is confidential and must not be given to anyone unless they have a genuine reason to require this. For example, emergency services and recognised Agencies needing to visit or, where goods are to be delivered.
4. Staff family members and/or friends are not to be given the address or the location of the house. Where there is an emergency, authority must be obtained from the Manager or, the Senior Worker, in the absence of the Manager, before giving the address or location.
5. Staff family members and/or friends who are already aware of the location of the house must not visit the house unless authority has first been obtained from the Manager or, Senior Worker. Decisions will be made on a discretionary basis and in emergencies only.
6. Under no circumstances are Staff to arrange for taxis or family members or friends to meet them at the building. Any arrangements necessary, should be made so as to meet or be picked up away from the building.
7. New Service Users are only to be given the address when they are actually ready to travel to the Refuge, not at the point of referral or acceptance.
8. In most cases the confidential Post Office Box address is sufficient, as this is acceptable for all administrative purposes.
9. Do not discuss the nature of the business or the location of the Refuge with people (including family members) who do not need to know this.
10. Service Users and Visitors are to be informed of their responsibility in maintaining the confidentiality of the location of the Refuge and their co-operation sought in this matter, at the time of admission and reiterated throughout their stay as appropriate.
11. Remember that Gilgal is home to Service Users and this must be respected. Do not take professional visitors or work contractors into the Residents’ areas of the Refuge without first informing Residents to give them a choice of remaining in their own room.
12. Never give anyone access to any person’s room without their permission. The exception to this is in an emergency, where urgent repairs are required or safety checks are to be carried out and the person is not in the building. Notice should be given where possible.

# Confidentiality Statement Part 2

# Personal Information

1. No confidential information relating to any Service User or Staff member may be given to any other person or Agency, without that person’s consent. The exceptions to this rule are when the Police, in the execution of their duty, require the information, there are issues around child protection or adult abuse or if a Resident is missing and thought to be in danger.
2. Telephone numbers and home addresses are confidential information. Never give out any person’s telephone number or address without that person’s permission.
3. Always take the name and telephone number of the caller and leave a message for the person concerned, so they have the choice whether or not to make contact.
4. If the caller says it is urgent, then if possible telephone the person concerned and inform them, do not give out information. Remember callers are not always who they say they are and Service Users and Staff have a right to privacy.
5. No confidential or personal information relating to any Service User or Staff member may be discussed with other Residents.
6. Information in Staff files should be confidential to themselves and Management.
7. Staff should not discuss Service Users in a way in which they could be identified, or divulge information concerning Service Users outside of work hours and duties.
8. All confidential records containing personal data must be stored in a lockable filing cabinet or drawer or other suitable secure container and must remain on the premises.
9. Workers doing home visits to Service Users should only take the minimum paperwork with them and nothing should contain confidential information such as full names, addresses, telephone numbers, dates of birth National Insurance numbers etc., or any other sensitive information.
10. Information must be kept in a file, clearly marked with each Service User or Staff member’s name.
11. Confidential, personal information, which is covered by the Data Protection Act, must not be stored on computer where others may access it. All such information should be stored on memory pens, disks or CD’s and kept in a secure and confidential manner.
12. Service Users and Staff have the right to access information, which relates to them and is kept on the premises. The exception to this rule is information from a third party. Such information should be kept in a separate section at the back of the person’s file.
13. Any Service User or Staff wishing to have access to their file must give a minimum of 24hours notice, where there is an emergency. Where there is no emergency then a period of 7 days’ notice would be reasonable, to enable any third party information etc., to be removed from the file or, authority gained from the third party to allow that information to be seen by the Service User or Staff member.
14. Care should be taken to ensure the privacy of Service Users at all times. Any discussions with Residents of a personal or confidential nature should not be entered in to within the earshot of others.
15. Staff should be aware of privacy and confidentiality when discussing issues between themselves. Always ensure that Service Users or others in the building for example Contractors, cannot overhear discussions.
16. Information stored should be reviewed regularly and old personal files, no longer required must be shredded.
17. All information relating to Service Users is confidential to Gilgal, not to the individual member of Staff. All relevant information must be shared with or made accessible to all appropriate members of Staff. Residents must be informed of this fact when Staff facilitate Key Work or other one to one sessions. Information is confidential not secret.
18. All Staff, Volunteers and Students have a responsibility to ensure they read, understand and follow these guidelines at all times.
19. This Statement and Guidelines will be updated every 3 years or sooner in support of best practice.