**Gilgal Birmingham**

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

**Tel: 0800 008 6622**

**Email:** **l.hawker@gilgalbham.org.uk**

**Application Pack**

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

**Gilgal Birmingham**

P O Box 3918 Birmingham B9 5AQ

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

**Registered office: 196-198 Edward Road, Balsall Heath, Birmingham B12 9LX**

|  |
| --- |
| 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

|  |
| --- |
| **Position Applied for**:  |

**Full Name:**

**Address:**

 **Post Code:**

**Telephone Number:**

**Mobile Number:**

**Email Address**:

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

|  |
| --- |
| **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)\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| 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) |

|  |
| --- |
| 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.

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

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:

|  |
| --- |
|  |

Referees

These must cover the last 5 years of employment/volunteering. Two references 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 & AddressEmail: | Organisation Name & AddressEmail: |
| Tel No. | Tel No. |
| Dates of EmploymentFrom: To: | Dates of EmploymentFrom: 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)

|  |
| --- |
| 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: l.hawker@gilgalbham.org.uk

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 Trustees and Management Committee Members and works in partnership with Citizen Housing Group 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 12 children (birth - 15yrs).

All referrals are received via local DV Helpline operated by Birmingham and Solihull Women’s Aid.

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 to 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 operates 24hrs per day, 365 days a year. We provide an On-Call Emergency Service out of normal office hours, evenings, weekends and all Bank Holidays.

The Gilgal Staff team is made up of 1 CEO, 1 Operations Manager, 1 Finance & Monitoring Officer, 1 Team Co-ordinator/Support Worker, 1 Intensive Housing Management Officer/First Point of Contact, 1 full time Support Workers, 2 part time Mental Health and Well-Being Support Workers (job- sharing), 2 Children, Young People and Family Workers (job-sharing) 3 Out of Hours Workers, 2 part time Children, Young People and Family Workers, 1 Children’s Sessional Worker (part time), 1 Residents’ Engagement Worker, 1 Housekeeper (part time) 1 Domestic Cleaner (part time) and 1 Handy Person (part time).

In addition to this we also welcome 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 and any Volunteers and Students on placement to provide emotional and practical support to the women and families we serve.

Gilgal Birmingham

Equal Opportunities and Anti-Discrimination Policy and Procedure

## **Policy Statement**

Gilgal Birmingham (Gilgal) is a Refuge which provides safe, short term, emergency, accommodation, and support at a confidential address to women at risk and their dependent children. Gilgal is committed to eliminating discrimination and promoting equal opportunities of employment and equal access to our services and recognises the changes in legislation made by the Equality Act 2010.

Gilgal understands that equality and diversity is about fairness and opportunity for all and will ensure the best possible equality of opportunity in all aspects of employment and service delivery.

* Gilgal aims to be responsive to the needs of Service Users and recognises that these needs will be diverse. For employment purposes most frontline posts are for female workers only and the Genuine Occupational Requirement (Schedule 9, Equality Act 2010) applies.
* Gilgal aims to employ a diverse Staff team including Volunteers, which reflects the diversity of the Service Users and meets the needs of the service.
* Gilgal aims to work within the law in respect of equality of opportunity and have regard for best practice working methods.
* Gilgal aims, through policies and service delivery, to eliminate unlawful discrimination, and to promote and foster good relations between Service Users of different racial and social groups.
* No person will be treated in a discriminatory manner by the Organisation on the basis of the nine protected characteristics of the Equalities Act 2010:-
* Race,
* Religion or belief (including those who have no faith),
* Age,
* Marital and civil partnership,
* Sexual orientation (lesbian, gay, bisexual and heterosexual),
* Sex (male/female),
* Gender reassignment,
* Disability (physical, learning and mental)
* Pregnancy and Maternity
* Service Users, Staff, Workers, Volunteers and Students will be made aware of their responsibility to ensure that people are treated fairly, equally and with respect.
* All discrimination will be challenged wherever it is found.
* Gilgal aims to provide a quality and sensitive service, which is based on safety, freedom, equality and respect.
* Gilgal’s policy is to welcome all Service Users and Staff with disabilities but recognise that due to the limitations of the building and the lack of possibilities for adaption individuals with certain mobility disabilities cannot always be accommodated or employed.

## **Procedural Statement**

1. All harassment and discrimination whether by Staff, Workers Volunteers, Students (Staff) or Service Users will be confronted and dealt with in an appropriate way.
2. All Staff will make the environment at Gilgal welcoming to all our Service Users and Staff will aim to provide a multicultural and affirming environment consistent with each individual’s needs, within the aims and ethos of the Project.
3. All recruitment and selection processes for Staff will be strictly in accordance with equal opportunity policy and legislation.
4. Referral and admission procedures for Service Users will be strictly governed by equal opportunity policy and legislation.
5. Staff will communicate effectively with all Service Users by seeking to offer where possible, appropriate languages through either face to face interpreters, the use of the telephone service Language Line or by the use of translated documents or other literature relevant to the topic being discussed. Staff will also be mindful not to use jargon and to speak at a level understood by the Service User, especially where there are literacy issues.
6. Children’s Workers aim to meet the needs of children as well as those of adult Service Users and will work directly with children and young people to ensure adequate service provision.
7. Staff will aim to provide a culturally sensitive service and Service Users will be asked to respect the religious beliefs and culture of other Service Users.
8. Staff will, through Residents’ Meetings and other forums, inform and update Service Users on topics such as equality, fairness and opportunity, diversity and anti-oppressive and anti-discrimination practices ensuring that Service Users understand what appropriate behaviour is according to the law.
9. We will ensure that information held at Gilgal concerning Service Users and Staff is available to them, except for information supplied by a third party. All sensitive information will be stored in a safe and confidential manner.
10. Management Staff will work with Service Users in the development of the service, actively seeking to listen to their views about the service we offer and its development.
11. Staff will challenge as individuals or as a group, all discriminatory, oppressive and/or prejudicial attitudes, remarks, behaviour, and offensive jokes.
12. Staff and Management will seek to raise awareness of our Policy in relation to anti- discrimination, in order to allow for an exchange of views, thoughts and feelings, so that appropriate change may take place to effectively eliminate all areas of discrimination in accordance with current government legislation.

**Policy Review**

This Policy and Procedure will be subject to review every 3 years.

**Gilgal Birmingham**

**Service User Involvement Policy**

**Policy Statement**

Gilgal Birmingham (Gilgal) is committed to ensuring that Service Users are informed and involved throughout their time at the Project. We now have a dedicated Residents’ Engagement Worker who works closely with our Residents to ensure they are signposted to the relevant Staff for support or referred to the necessary external service, to ensure their individual needs are met.

1. 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.
2. Service Users will be made aware of any opportunities for involvement in service provision that arises.
3. Opportunities will be appropriately advertised in Service User Resident’s Meetings, Resident’s notice board, Minutes of Resident’s Meetings
4. 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 availability and to costs involved.
5. Service Users attending in-house training opportunities will receive a Certificate of Attendance on completion of the training.
6. 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 further terms of 7 days.
7. 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 Trustees Meetings. This list of opportunities is not exhaustive and, may change from time to time.
8. 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.
9. It is the responsibility of every worker, Volunteer, Service User, and Trustee/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.
10. This Policy will be reviewed every three (3) years or sooner, in support of service improvement.