**Victims First Northumbria Application Form**

***Please ensure that if you reach the end of a line you***

***create a new line with the ‘Enter’ key***

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| **Vacancy Name:** | Victim Care Co-ordinator |
|  |  |
| **Location:** | North Tyneside |
| **Hours:** | Full Time |
| **Contract Type:** | Permanent |

COMPLETED APPLICATIONS TO BE EMAILED TO OUR SERVICE MANAGER EMMA BROWN:

[Emma.brown.6454@northumbria.pnn.police.uk](mailto:Emma.brown.6454@northumbria.pnn.police.uk)

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| **Personal Details** | |
| **Title:** |  |
| **Surname:** |  |
| **Forename:** |  |
| **Middle Name(s):** |  |
| **Surname at birth (if different):** |  |
| **National Insurance Number:** |  |
| **Town of Birth:** |  |
| **Country of Birth:** |  |
| **Nationality:** |  |
| **Date of Birth:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **Region:** |  |
| **Postcode:** |  |
| **Email Address:** |  |
| **Preferred contact number**  **(including Area Code is**  **applicable):** |  |
| **Home Telephone (including**  **Area Code):** |  |
| **Mobile Telephone:** |  |
| **Do you consider yourself to**  **have a disability as defined**  **by the Equality Act 2010?:** |  |
| **Please provide details of**  **your disability:** |  |

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| **Employment** | |
| **Are you currently or have you ever been employed in the past?:** |  |

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| **Employment History 1 – Most Recent/ Current Employment** | |
| **Name of Organisation:** |  |
| **Position Held:** |  |
| **Period of notice required:** |  |
| **Position Salary (Per Annum):** |  |
| **Referee Relationship:** |  |
| **Referee Title:** |  |
| **Referee Surname:** |  |
| **Referee First Name:** |  |
| **Referee Telephone Number:** |  |
| **Referee Email Address:** |  |
| **May we contact this referee now?:** |  |
| **Date Started:** |  |
| **Date Left (is applicable):** |  |
| **Reason for leaving/ wanting to**  **leave:** |  |
| **Please detail key tasks of the job**  **role:** |  |

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| **Employment History 2 – Previous Employment** | |
| **Name of Organisation:** |  |
| **Position Held:** |  |
| **Position Salary (Per Annum):** |  |
| **Referee Relationship:** |  |
| **Referee Title:** |  |
| **Referee Surname:** |  |
| **Referee First Name:** |  |
| **Referee Telephone Number:** |  |
| **Referee Email Address:** |  |
| **May we contact this referee now?:** |  |
| **Date Started:** |  |
| **Date Left:** |  |
| **Reason for leaving/ wanting to**  **leave:** |  |
| **Please detail key tasks of the job**  **role:** |  |

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| **Employment History 3 – Previous Employment** | |
| **Name of Organisation:** |  |
| **Position Held:** |  |
| **Position Salary (Per Annum):** |  |
| **Referee Relationship:** |  |
| **Referee Title:** |  |
| **Referee Surname:** |  |
| **Referee First Name:** |  |
| **Referee Telephone Number:** |  |
| **Referee Email Address:** |  |
| **May we contact this referee now?:** |  |
| **Date Started:** |  |
| **Date Left:** |  |
| **Reason for leaving/ wanting to**  **leave:** |  |
| **Please detail key tasks of the job**  **role:** |  |

***If you require additional sheets in relation to previous employment experience please see the end of this document for***

***an additional Employment History Sheet.***

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| **Education & Qualifications** | |
| **Do you have a Masters and/ or**  **PHD?:** |  |
| **Masters and/ or PHD Subject(s):** |  |
| **Date(s) obtained:** |  |
| **Do you have a Degree?:** |  |
| **Degree Subject(s):** |  |
| **Date(s) obtained:** |  |
| **Do you hold any Professional Qualifications?:** |  |
| **Name of Professional Body or**  **Institution:** |  |
| **Do you have A Levels, NVQ**  **Level 3 or equivalent?:** |  |
| **A Level, NVQ Level 3 or**  **equivalent subject(s):** |  |
| **Date(s) Obtained:** |  |
| **Do you have GCSE’s, O Levels**  **or equivalent, in Maths and**  **English, Grade A-C?:** |  |

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| **Competencies** |
| **Please describe the specific qualities, skills and experience you will bring to the role underpinned by your key**  **achievements to date**  ***Max 500 words, see bottom left corner for word count or highlight text and press CTRL + SHIFT + G***  ***Please ensure that if you reach the end of a line you create a new line with the ‘Enter’ key*** |
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| **Marketing** | |
| **Where did you see this vacancy?** |  |
| **If you have selected other, please specify:** |  |

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| **Convictions & Cautions** | |
| **Have you ever been convicted for any offence or had**  **formal cautions by police for any offence or any**  **bind-overs imposed by any court?:** |  |
| **Please list any offences:** |  |
| **Do you have any pending prosecutions?:** |  |
| **If yes, please specify:** |  |
| **Have you ever been involved in a criminal investigation (whether or not this has led to any prosecution) or been associated with criminals?:** |  |
| **If yes, please specify:** |  |

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| **Additional Employment History Sheet** |

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| **Employment History 4 – Previous Employment** | |
| **Name of Organisation:** |  |
| **Position Held:** |  |
| **Position Salary (Per Annum):** |  |
| **Referee Relationship:** |  |
| **Referee Title:** |  |
| **Referee Surname:** |  |
| **Referee First Name:** |  |
| **Referee Telephone Number:** |  |
| **Referee Email Address:** |  |
| **May we contact this referee now?:** |  |
| **Date Started:** |  |
| **Date Left:** |  |
| **Reason for leaving/ wanting to**  **leave:** |  |
| **Please detail key tasks of the job**  **role:** |  |

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| **Employment History 5 – Previous Employment** | |
| **Name of Organisation:** |  |
| **Position Held:** |  |
| **Position Salary (Per Annum):** |  |
| **Referee Relationship:** |  |
| **Referee Title:** |  |
| **Referee Surname:** |  |
| **Referee First Name:** |  |
| **Referee Telephone Number:** |  |
| **Referee Email Address:** |  |
| **May we contact this referee now?:** |  |
| **Date Started:** |  |
| **Date Left:** |  |
| **Reason for leaving/ wanting to**  **leave:** |  |
| **Please detail key tasks of the job**  **role:** |  |