

~ This sheet will be detached from the main form for the purpose of equal opportunities ~

Rape Crisis Tyneside and Northumberland

Data Analyst

Note: If you are handwriting your application, please use black ink

Name	<input type="text"/>
Address	<input type="text"/>
Telephone Number (Day)	<input type="text"/>
Evening	<input type="text"/>
Email	<input type="text"/>

You you need a permit to work in the UK? Yes No

How many days have you had off sick in the last two years?

Please give details:

Have you any illness or disability that you consider may affect your ability to do this work?

Yes No

If yes, please tell us if:

(a) there are any reasonable adjustments we can make to assist you in the application

(b) there are any reasonable adjustments we can make to the job to help you carry it out

Please attach extra sheet(s) if necessary

References

Please give details of two people who can be approached for references. One of these should relate to work you are currently doing or have done most recently.

Please note: references will be taken up if you are shortlisted and prior to interview.

Referee 1.

Name of Referee:

Occupation:

Contact Address:

Contact Number:

Email Address:

Capacity in which known:

Referee 2.

Name of Referee:

Occupation:

Contact Address:

Contact Number:

Email Address:

Capacity in which known:

Why are you applying for this post?

Current or most recent paid employment

Employer's Name:

Post Held and Responsibilities:

Reason for Leaving:

Salary: What period of notice are you required to give?

Past employment (most recent first)

Employer's Name Post Held and Responsibilities: Dates and Reason for Leaving

Employer's Name	Post Held and Responsibilities:	Dates and Reason for Leaving

Qualifications and Training

Please list all your Qualifications and Training (including dates and awarding bodies) in chronological order (most recent first)

Experience

1. Outline your experiences of working with 'users' to identify what data/information needs to be gathered. *Give examples.*

2. Outline your knowledge of software related to developing and monitoring databases along with experience of designing and building databases. *Give examples.*

3. Outline your experience of implementing, testing and evaluating data systems. *Give examples.*

4. Outline your experience of extrapolating information from raw data and presenting it in a way that enhances decision making.

5. What other skills, knowledge and experience would you bring to the post that you have not discussed elsewhere?

In particular, knowledge of a wide range of software that can support this role.

Your response should state how you meet each point in the Person Specification.

Use up to three more A4 sheets if necessary.

CVs will not be accepted.

6. Outline your knowledge and understanding of women's experience of sexual violence in society.

Additional Information

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to provide information about any convictions that you have including those that are spent. Having convictions will not necessarily be a bar to obtaining employment.

Please note: the person appointed will be required to provide an enhanced disclosure with the Disclosure and Barring Service (DBS). Appointment is subject to a satisfactory disclosure being received.

I confirm that all the information provided in the application is accurate, true and up to date:

Signed: _____

Date:

Please do not staple the sheets of your application form.

Number any extra pages (e.g. 3a, 3b, 3c) but do not include your name.

Email returns are accepted but if you reach interview you will be asked to sign your application form.

Please return your application, marked Private & Confidential, by **12pm on Friday 15th March 2019**

Return To: CEO, RCTN, PO Box 1320, Newcastle upon Tyne NE99 5DX

Or: spearce@rctn.org.uk