**Completing the Application Form for all jobs at Women’s Aid**

# Guidance notes

These notes are intended to help you complete the attached application form. Please fill in the form fully as the information you give us is of vital importance. It provides the only information on which we can base our decision as to whether your skills, knowledge and experience match the needs of the Job Description and Person Specification, and therefore whether to invite you to interview.

**All applications should be emailed to us by the time and date specified.**

# General points

* Before completing the form, refer to the job description and the person specification in the application pack. The job description is an outline of the main duties of the post, and the person specification a description of the skills, experience and competencies necessary to carry out these tasks
* Please do not submit a CV instead of completing this form.
* Remember to complete all parts of the application form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer

# Employment record

* The form asks you to give details, to the nearest month and year, of previous jobs held. Please account for any gaps in your employment record with a description of what you were doing between the relevant dates.
* In addition, some people will have developed relevant skills through unpaid work. These details should be included on the form, particularly where the experience has helped you develop knowledge, skills and abilities that we have asked for on the person specification.
* Do not leave out any relevant experience or skills/knowledge gained, wherever or however it was gained – e.g. voluntary or unpaid work can be important.

**Qualifications and training**

* As well as telling us about the exams that you have passed, you should also provide information in this section about any relevant courses that you have attended.

# How you meet the Job Description and Person Specification

* It is essential that you relate your experience to the information given in both the Job Description and Person Specification, **especially the latter,** in the relevant sections of the application form. Make sure you give specific examples. This means: telling us what you did in your job rather than what the team did; and giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

# References

* We will not contact any references until after a job offer is made. Please discuss with us at this point if you need extra time to notify your references.
* You are asked to supply details of references that cover the last five years of your employment. One should be your current or last line manager. If you are not able to provide this, please say why.
* If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, you could include a relevant paid officer or the chair of any relevant committee among your references.
* If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

# Rehabilitation of Offenders Act 1974

* If you have an “unspent” caution, conviction or bind over, please refer to Page 2 of the application form.
* We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in the role for which they are applying. All cases will be examined on an individual basis.
* It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering).

# Equal opportunities

* The information you provide is for monitoring purposes only and will not be used in any part of the recruitment process.

# Returning the form

* Please apply in Word format (not PDF)
* You may be asked questions at interview about the information you have been given.
* Return the form [by email](mailto:l.owen@womensaid.org.uk) before the closing date and time. If it arrives late we are unlikely to be able to consider you.
* We normally only write to applicants if they are shortlisted for interview.
* Remember, we can only judge your suitability for the job from the information you give us.

If you require further information prior to application, please email [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk)

Please return your completed form in Word format to [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk)

These 2 pages will be separated from the rest of your application until the invitation to interview stage

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Mobile** |  |
| **E-mail address** |  |

**References**

Give the details of 2 referees, one of whom should be your present or most recent employer (line manager) whether in a paid or unpaid capacity who will be able to confirm your suitability for this post. They will only be contacted if you are offered the role.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Relationship** |  |  |

**Are you subject to immigration control?** Yes / No

**Are you a friend or relative of a current of former member of Council or staff of Women’s Aid Federation of England? If yes, please provide their name and nature of the relationship:** Yes / No

**Rehabilitation of Offenders Act 1974**This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering) for further advice.This question must be completed by all applicants. The information disclosed will not be kept with your application form during the application process.

**Do you have any unspent convictions?** **Yes No**

If you have answered yes, please send the details to HR Manager, PO Box 3245, BS2 2EH. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

**Declaration**

Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate, or should there be any wilful suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

I certify that to the best of my knowledge the information provided is correct and understand that this declaration constitutes part of the terms of contract for employment if I am successful.

**NB:** Applicants should be aware that providing false information to obtain employment is a criminal offence (S16 Theft Act).

|  |  |
| --- | --- |
| Signed |  |
| **Dated** |  |

|  |
| --- |
| L:\users\LaurenO\Management files\Recruitment\1. Vacancy\Other vacancy documents\Disability Confident logo.png**Disability Confident Employer** I am a disabled person and would like to be invited to interview if I meet the essential criteria for this role |
| Women’s Aid is committed to offering reasonable adjustments throughout the recruitment process. If you require any adjustments, please detail these here along with your preferred method of contact: |

**Work Experience**

Please tell us about your present and previous work experience (paid or unpaid), including the title of your job, who you were employed by or working for and the range of duties undertaken, in date order starting with the most recent.

| Dates | Job title and employer | **Duties undertaken and experience gained** |
| --- | --- | --- |
|  |  |  |

**Training and Qualifications**

Please tell us about any training you have done or qualifications you have, in date order starting with the most recent, which you consider relevant to the post for which you are applying. We are interested in relevant qualifications, work and life experience, which are all equally important.

| **Dates** | **Details** |
| --- | --- |
|  |  |

**Skill, Knowledge and Experience**

Please use this section to explain how your skills, knowledge and experience are relevant to this post and the work involved. Make sure you have read the job description and person specification carefully first. Remember to include any relevant voluntary work, involvement with women's, community or voluntary organisations, and life experience as well as your present or previous employment.

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**Supporting Statement**

Please explain why you want this post.

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Women’s Aid Equal Opportunities Monitoring Form

This form will be separated from the rest of your application and will be used for monitoring purposes only

|  |  |
| --- | --- |
| **Where did you see this job advertised?** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age Group** | | | | | |
| 16 – 19 years |  | 20 – 30 years |  | 51 – 60 years |  |
| 31 – 40 years |  | 41 – 50 years |  | 60 years + |  |

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| --- |
| Disability |

*You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be disabled? | Yes |  | No |  |

|  |
| --- |
| Ethnic Origin |

**White** English  Welsh  Scottish  Northern Irish  Irish  British

Gypsy or Irish Traveller  Other white background:….

**Mixed/multiple ethnic groups** White and Black Caribbean  White and Black African  White and Asian  Other mixed background:….

**Asian/Asian British** Indian  Pakistani  Bangladeshi  Chinese

Other Asian background:….

**Black/ African/ Caribbean/ Black British** African  Caribbean  Other Black/African/Caribbean background:….

**Other ethnic group** Arab  Any other ethnic group:….

Prefer not to say

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion/Belief** | |  | **Sexual Orientation** | |
| Christian |  | Heterosexual |  |
| Buddhist |  | Gay/lesbian |  |
| Hindu |  | Bisexual |  |
| Jewish |  | Other:…. |  |
| Muslim |  | Don’t know/not sure |  |
| Sikh |  | Would rather not state |  |
| Other:…. |  |  |  |
| None |  | Gender |  |
| Don’t know/not sure |  | Female |  |
| Would rather not state |  | Male |  |