

Dear Applicant

 Position: Female\* Relief/Bank Staff Refuge

Thank you for the interest you have shown in the above posts.

Please download the application pack including:

* Application form.
* Guidelines for completing the application form
* Job Description
* Person Specification
* Equal Opportunities Monitoring Form

These posts are open to women only \*(Equality Act 2010 Schedule 9 (Part 1) Occupational Requirement).

The closing date for applications is **WEDNSDAY 19TH February 2020**. Please email completed applications to: administration@leedswomensaid.org.uk with “AAT Relief Recruitment” being the subject. If you would like confirmation that your application has been received, please attach a read receipt, to request a response to your email.

Unfortunately we do not accept CV’s and these will not be read if they are submitted

 Interviews will take place on Wednesday 26th February 2020. We will attempt to email every applicant to inform them whether they have an interview or not, however we anticipate a high volume of applications; therefore if you have not heard from us by the MONDAY 24TH February 2020 please assume that your application has been unsuccessful. Feedback on application forms will not available for those unsuccessful in obtaining an interview.

On applying please read the application form and guidance well, as applications not following the guidelines will automatically not be considered. This is part of the essential criteria.

Thank you for your interest in Leeds Women’s Aid.

Yours faithfully

Jacky Bruce

DV SUPPORT WORKER/ RELIEF CO-ORDINATOR

PO Box 826, Leeds, LS1 9PL Office Tel: 0113 244 2578 Fax: 0113 243 1801 Referrals and Helpline: 0113 246 0401 Fax: 0113 246 8377 E-Mail: administration@leedswomensaid.org.uk Visit our website: www.leedswomensaid.org.uk; www.halt.org.uk Like us on Facebook : @leedswomensaid; @haltdv Follow us on Twitter : @Leedswomensaid; @LWA\_CharityShop; @LDVS7; @Leeds\_women Registered Charity No: 1005884 Company Limited by Guarantee No. 2627468 Registered Office c/o 214 York Road, Leeds, LS9 9LN