

Guidance Notes

LEEDS WOMEN'S AID - Your application and our recruitment process.

Thank you for your interest in this job vacancy.

LWA is trying to work toward equal opportunities for all, both in its work with women and as an employer. It is a requirement of the organisation that all employees work to promote this policy.

The information you provide in your application is the only information we will use in deciding whether or not you will be shortlisted for interview. Your ***Application Form*** therefore is very important and the following advice is designed to help you complete it as effectively as possible.

A. APPLICATION FORM AND JOB DESCRIPTION

Each vacancy is based on a ***Job Description*** listing the main duties of the post and an ***Employee Specification*** describing the skills, experience and qualifications we are looking for (*Some of these points are Essential - marked (E); others are desirable - marked (D)*). Look at these carefully so you know what the job involves and the range of expertise that is required. Ask yourself why you are interested in the job.

Filling in the *Application Form*

CONSIDER ALL THE RELEVANT EXPERIENCE YOU HAVE GAINED AND TELL US ABOUT IT

Decisions about who will be selected for interview will be based on the information you give in your ***Application Form***. Therefore, ***Application Forms*** should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis. **Do not substitute your CV for a completed form, nor add any additional enclosures or papers of your own.** The following guidelines may help you:

Answer each question clearly and completely.

Think about your experience - How can you show that you have the skill, knowledge and experience to do the job? Explaining your past and present job or interests to someone else may help you to uncover 'hidden skills' that you take for granted. Remember that unpaid work and work at home can be as valuable as paid work. Try to include examples of when you used the skills or gained the experience and knowledge requested.

Make sure your application relates to the job you are applying for: don't copy the same one for a series of jobs.

The most important thing is to tell us - we are unable to guess or make assumptions.

DO A ROUGH DRAFT FIRST

Write out the form in rough to avoid mistakes and repetition.

COMPLETE THE FORM

Make sure you complete the form clearly in black ink.

SEND IN ON TIME AND KEEP A COPY

The ***Application Pack Information*** states what date you should return your completed application by. Remember to keep a copy for reference.

B SHORTLISTING AND INTERVIEWS

SHORTLISTING IS BASED ON THE SKILL AND EXPERIENCE YOU SHOW

After the closing date, the *Application Forms* are read carefully to see how each person's skills and experience relate to the skills and experience required in the *Employee Specification*. Applicants who meet these requirements are called for interview. Shortlisted candidates may also be asked to do a pre-interview exercise as part of the selection process.

SET QUESTIONS ARE ASKED AT THE INTERVIEW AND THE PANEL TAKE NOTES

The interview panel is normally made up of three or four people who will be asking similar questions of each candidate covering key aspects of the job. The questions are intended to allow you to expand on your application to show the panel how far you meet the essential requirements of the post. You will have the opportunity to ask questions about the job, conditions of service etc. The panel has to keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable. You should not therefore be worried about the panel taking notes.

C COMPLAINTS

IF YOU FEEL YOU HAVE BEEN TREATED UNFAIRLY PLEASE WRITE TO US AND WE WILL INVESTIGATE. HOWEVER, BECAUSE WE ARE A SMALL ORGANISATION, WE ARE UNABLE TO PROVIDE FEEDBACK TO UNSUCCESSFUL CANDIDATES WHO HAVE NOT BEEN SHORTLISTED.

We are trying very hard to ensure that every stage in our recruitment process is fair and properly thought out. We wish to ensure that everyone is treated fairly and helpfully, even if you are not appointed.

We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying - **your skills and experience may be what we need for our next vacancy.**

D MONITORING EQUAL OPPORTUNITIES

IN ORDER TO HELP US MONITOR EQUAL OPPORTUNITIES

There is a monitoring section on the *Application Form* which we ask you to complete. This will not be used in any part of the selection process. The information will however help us to monitor our recruitment and selection procedures in the longer term.