

## Guidance Notes

### How to Maximise Your Prospects of Gaining an Interview with Leeds Women's Aid

Thank you for your interest in a role with Leeds Women's Aid (LWA).

As well as this document, you will find a copy of the Job Advert, the Role Profile a Short Application Form and an Equal Opportunities Form on our website. The first two contain the information you will need to complete your application; the short application form contains information used if you are successful in interview and the last document enables us to identify whether our advertisements are reaching our target audiences: the latter will be separated from the other parts of your application and will not be used to make decisions about whether or not to shortlist or employ you.

Please note that short application form will be used to capture some information which will be essential or useful for us as a charity dealing with vulnerable people, e.g. the names of referees, details of any convictions (these will not necessarily exclude you from working with LWA, but must be assessed), whether you have a driving license or language skills.

LWA is working toward the principles of equity, diversity and inclusion, both in its work with victim-survivors of abuse 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 CV and covering letter will enable us to decide whether or not you will be shortlisted for interview**, so both documents are important and this document is designed to help you complete them as effectively as possible.

**The Job Advert** contains an overview of the role, including hours and salary.

**The Role Profile** contains the job description and the person specification as well as LWA's values.

### HOW TO APPLY

**Your CV** should show how your experience matches our requirements, but it is not enough just to say that you have done something without further detail, so you need to demonstrate what you have achieved.

**The covering letter** is your opportunity to tell us why you believe you would be a good fit for the role and organisation and you will be expected to demonstrate your understanding, skills, personal qualities and competencies required for the role, along with how you embody our values.

### OUR RECRUITMENT PROCESS

**You should:**

- send your CV and covering letter to [recruitment@leedswomensaid.org.uk](mailto:recruitment@leedswomensaid.org.uk);
- Completed short Application Form
- complete the **Equity & Diversity Monitoring Form** and send with your CV and covering letter (this will be separated from your CV and covering letter before they are sent to the hiring manager).

### **The next steps:**

- Shortlisted candidates will be invited to interview, when you will be asked a set of questions based on the requirements for the role;
- you will be notified as soon as possible afterwards whether or not your application was successful;
- job offers will be dependent on the receipt of references which satisfy LWA and on a DBS (Disclosure and Barring Service) check, which must be received prior to commencement of employment.

### **FEEDBACK TO CANDIDATES**

Because we are a small organisation, we are sorry that we are unable to provide feedback to unsuccessful candidates who have not been shortlisted. We will however give feedback to those that are unsuccessful following interview.

### **WHAT IF YOU ARE UNSUCCESSFUL?**

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.**

### **COMPLAINTS**

We are trying very hard to ensure that every stage in our recruitment process is fair and appropriate. We wish to ensure that everyone is treated fairly and helpfully, even if you are not appointed: however, if you feel you have been treated unfairly please see our Compliments and Complaints Policy or write to us and we will investigate.