



**Every woman deserves  
respect and support**

## **Guidance Notes for Applicants**

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

Please read these guidance notes before completing your application. They are intended to help you with your application.

You will need to complete and return the following:

### **1. Short Application Form**

The short application form captures information which is essential 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) and your right to work in the UK.

### **2. Letter of Application**

Each vacancy is described in a Role Profile, consisting of a Job Description listing the main duties of the post and a Person Specification describing the skills, experience and qualifications we are looking for.

The final column of the Person Specification sets out whether each point will be assessed via the application letter or at interview. Your application letter only needs to include the points marked with an A or A&I in this column. You can expect to be asked questions relating to the remainder in your interview.

Consider these carefully so you understand what the job involves and the range of expertise that is required. Ask yourself why you are interested in the job.

Once you have reviewed both the Job Description and Person Specification carefully, you can use your letter of application to provide specific information and examples of your work and/or other activities which demonstrate your ability and aptitude to undertake the duties of this post in line with the stated criteria in the job description.

Make sure you give specific examples of how, where and when you have achieved something. Focus on the outcomes of your achievement to show how you made a measurable difference.

This is your opportunity to "sell" yourself to the shortlisting panel who will be looking for evidence that you have the skills, qualifications and experience that the post requires. Include relevant information relating to any previous

posts you have held, whether paid or voluntary, and any leisure, home or life experiences which you feel demonstrate your abilities and illustrate your suitability for the job.

Please be aware that if you are unable to evidence the criteria as stated in the Person Specification, it is unlikely your application will be shortlisted.

### **3. CV**

Your CV should contain:

- The name you're known by and your surname, your contact details (email address and mobile number) and your location.
- A profile statement – a succinct round-up of what you can offer and the skills you have, tailored to the role you are applying for.
- A summary of your career, concentrating on key achievements and in reverse chronological order, so that your most recent job is first. Remember that any relevant experience you have through a volunteer role is equally relevant.
- Education – list in reverse chronological order with your most recent qualification at the top.

### **4. Equity & Diversity Monitoring Form**

We are committed to promoting equality of opportunity and eliminating unfair discrimination in our employment practices. We seek to ensure that job applicants are assessed solely on the basis of their merits, abilities and potential, regardless of age, disability, gender identity, marital status, race (including colour, nationality and ethnic / national origin), religion or belief and sexual orientation.

We monitor our recruitment practices to make sure they are fair and open to all sections of the community. We cannot do this effectively without your help, so we greatly appreciate your co-operation in providing the information requested.

The information collected will be stored and processed in accordance with Data Protection Principles for the purpose of preparing anonymised statistical reports.

The information will be treated as confidential and will not be used in the selection process or be made available to the selection panel.

### **Our Recruitment Process**

1. Once you have completed the above documentation, please forward to [recruitment@leedswomensaid.org.uk](mailto:recruitment@leedswomensaid.org.uk).

2. You will receive an acknowledgement of your application. Please note that you will not hear from us again unless your application is shortlisted.
3. Shortlisting takes place within a week of the closing date of the advert. If you are shortlisted, you will be contacted inviting you to an interview. You will be given the names of people on the interview panel along with details of any task which you may need to complete as part of the interview process.
4. Interview questions are based on criteria marked with an I on the Person Specification.

### **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 who are unsuccessful following interview.

### **Data Retention**

We securely retain recruitment data, eg letters of application, for a period of six months, at which stage it will be securely destroyed.

### **Complaints**

We are trying hard to ensure that every stage of our recruitment process is fair and appropriate. We wish to ensure that everyone is treated fairly and with respect, even if you are not appointed. If you feel you have been treated unfairly through this process, please write to us and we will investigate under our Compliments and Complaints Policy.