



GREENWICH WOMEN'S AID

GUIDANCE NOTES FOR JOB APPLICANTS

The following notes are intended to provide general information about the recruitment process used by Greenwich Women's Aid (GWA), as part of our equal opportunities framework.

- The form should be completed in black ink or black ballpoint pen or typed. This will make it easier for photocopying purposes.
- You may download our job application form from our website www.gwaid.org.uk and email it to us at info@gwaid.org.uk
- Do not send in your CV. It will not be considered if you do.
- The application form is the first opportunity to demonstrate suitability for the post, and, as we operate within an equal opportunities framework, we base any shortlisting decisions solely on the information provided to us.
- The person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will **only** consider the information contained in your application form and will assess this against the person specification.
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate **how** you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
- If you are shortlisted for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.

- The Equality Monitoring Form is for our internal use to monitor the effectiveness of our recruitment processes. This form is immediately separated from the application form and is not considered during the recruitment process. Applicants do not have to complete the form, but we are grateful to those who do as the information gathered can help to inform future recruitment processes.
- Completed application forms must be returned or emailed to the address given by the deadline. No applications can be accepted after this deadline.
- After the closing date, a shortlisting panel will meet to agree who will be invited to the next stage of our selection process. This will be decided solely on the basis of information provided on the application form. The next stage of the process will be an interview, which will be preceded by a test or tests, which may include a presentation.
- At interview, all candidates will have the same format; the successful candidate must meet all the essential requirements.
- One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
- Everyone who is interviewed will be advised of the result.
- As we often receive many applications, any applicant who has not heard from us within 28 days of the closing date should assume that their application has been unsuccessful. Applicants wishing us to confirm receipt of a completed application form should enclose a stamped addressed envelope with their form.
- Applications received via email will be acknowledged on the same or next working day.
- Because the successful applicant will be working with vulnerable women and children, GWA will undertake an Enhanced Check with the Criminal Records Bureau. All offers of employment are conditional upon a satisfactory outcome of this Enhanced Check. GWA has a detailed policy and procedure on Criminal Record Checks, which will be made available to all candidates shortlisted for interview.
- Any applicants found to be canvassing either GWA staff or management committee will be disqualified from the interview process