

Hull Women's Aid

Guidelines for submitting an application for a post

FAIR RECRUITMENT PROCESS

Our Equality and Diversity Policy means that we want to ensure that every applicant is treated fairly. The information you provide in the application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will be used as a basis for the interview itself.

Your application is, therefore, very important and the following advice is designed to help you complete it as effectively as possible.

Please read the job description and person specification carefully. You should read the following:

THE PERSON SPECIFICATION

The person specification lists the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of experience / skills required. Ask yourself why you are interested in the job.

JOB DESCRIPTION

This outlines the main duties of the post. Additional information about the organisation is usually disclosed.

EQUALITY AND DIVERSITY

You will receive a copy of our Equal Opportunities Statement.

The equality information you provide on your application form will not affect your application and is not made available to the interview panel. We use this information to monitor whether we are reaching all sections of the community and to check that our recruitment process operates fairly.

FILLING IN THE APPLICATION FORM

After reading the job description and person specification, think carefully about your application and consider to what extent you have the competencies and experience for the post.

Your application needs to show relevant skills and examples to demonstrate the competencies required, from work, learning or life experiences.

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

Consider any relevant experience you have acquired. This may be from your current or previous jobs but may also be from community or voluntary work, experience gained in the home and through leisure.

You should change your application to suit the specific job(s) – don't submit the same one for a series of jobs unless it is equally appropriate.

Complete the form in BLACK INK OR HAVE IT TYPED and return it before the closing date. Always keep a copy for your own reference.

C.V's submitted without an application form will not be accepted.

PLEASE PROVIDE DETAILED INFORMATION AS WE ARE UNABLE TO GUESS OR MAKE ASSUMPTIONS ABOUT YOUR EXPERIENCE AND WHAT YOU CAN BRING TO THE ROLE.