



## West Lothian Women's Aid Application Form Guidance

As the Application Form is the main way we can decide whether or not to invite you to an interview, it is important that you give the best overall impression of yourself.

- Read all of the form and these notes first, to be sure you understand what information is requested and how to complete the form. Also read all the information you have about the job.
- Complete all sections of the form either typed or in black ink as it will be photocopied. If you have to continue on a separate sheet of paper for any of the section please clearly mark which section your continuation sheet refers to by stating the page number. Please clearly mark each additional sheet with your surname and initial.

### Section 1: Personal Details

This information will be removed prior to the short-listing process taking place. Please complete as fully as possible as we will require this to contact you.

### Section 2: General

#### *Notice*

Please let us know what period of notice you expect to give your current employer if relevant

#### *Availability*

If there are any dates you could not interview within the forthcoming month. We will try to accommodate you where possible but we cannot guarantee to interview you if you cannot attend on the specified date. WLWA does not conduct telephone or video interviews.

#### *References*

Employment at West Lothian Women's Aid is subject to the receipt of two satisfactory references. You will be unable to commence employment until we have two written references for you. If you have been in paid employment one of your references must be from your current or most recent employer.

#### *Disability*

Having a permanent disability **will not** discount you from interview. The recruitment panel will not receive this information until after short listing has been completed. However, we do need to be aware of it as this will allow the organisation to make any arrangements which may be required to support your

application. West Lothian Women's Aid encourages applications from suitable candidates with disabilities.

#### *Right to work in UK*

Under the Asylum and Immigration Act (1996) as amended 2004, West Lothian Women's Aid must check that all potential employees have the right to work in the UK. You will be asked to provide documentation to prove this if selected for interview.

#### *Practical Considerations*

Please indicate whether you will be able to drive for work purposes or not, and any limitations on flexible working hours.

### **Section 3: Experience**

#### *Current Experience*

You should include details of your current or most recent employment, or information about what you are currently doing if you are not in paid employment.

#### *Previous Experience*

This section should be used to tell us about relevant previous experience whether from employment or voluntary work. Where you are telling us about voluntary commitments, please state how frequently you carried out the commitment – i.e. weekly/monthly etc.

### **Section 4: Educational, Technical and Professional Qualifications**

Please tell us about the education and qualifications relevant to the advertised post.

It is not necessary to tell us about every SCE/H & SQA qualification you have received. Please highlight the most relevant for the post. (Scottish examples of qualifications have been used but qualifications gained in any country are equally acceptable).

### **Section 5: Personal Development**

Please use this section to tell us about any experiences you have that have not already been mentioned which are relevant to the post advertised.

### **Section 6: Personal Statement**

Please use this section to tell us why you are applying for this job paying particular attention to our aims and objectives and explaining what you understand about domestic abuse.

### **Section 7: Competency Application Form**

This section is to give us specific information in support of your application. You must be able to demonstrate on this application form and at interview if called, that you can satisfy each and every aspect of the person specification. Please **DO NOT** attach a Curriculum Vitae in place of this section as it will not be considered when short-listing applicants for interview.

When we read your application, we are looking for evidence that you have the skills and experience listed in the person specification. We read your application carefully but it makes it much easier for us if you set out this evidence as clearly as you can.

It will be insufficient merely to duplicate what the person specification states. You are required to demonstrate positively your ability, commitment etc, by some reference to your academic, professional, voluntary or personal life.

Give evidence rather than assertions. A statement "I am a great communicator" is not evidence. The following statement is better: "when I was working at [job] I had to explain [subject] clearly and simply to clients. Client feedback showed that they understood what I told them and valued my style".

We require all our staff to have a commitment to the values of West Lothian Women's Aid and to our Equal Opportunities statement. Again, you will be required to demonstrate more than a paper commitment to our beliefs by reference to what you have already achieved in these areas and what you would hope to achieve if offered the post.

**Check the closing date and the return address in the Application Pack and send your application in plenty of time to reach the right person by the closing date. West Lothian Women's Aid prefers typed applications, submitted by post with a handwritten signature on the declaration page.**

**If you wish to e-mail your application, please scan in your signature and paste it into the application form as a picture.**

**Please ensure that handwritten applications are legible.**

**If you wish to submit this application in any other formats please let us know as soon as you decide to apply.**

**All applicants will be acknowledged.**