

SWA 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.

Section A1: 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.

Please give an email address if possible as this is the form of communication we wish to use to contact you about the progress of your application.

Section A2: General

Notice

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

Availability

Please note any dates you could not attend 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. SWA does not conduct telephone or video interviews.

References

Employment at Scottish 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 employment, one of your references must be from your current or most recent employer.

Applicants with disabilities

Please make us aware if you have a disability and have any requirements to enable you to participate in the interview process should you be selected. Scottish Women's Aid encourages applications from suitable candidates with disabilities and offers a guaranteed job interview for all applicants with a disability who meet the essential requirements as set out in the Job Description.

Right to work in UK

Under the Asylum and Immigration Act (1996) and amendments, Scottish 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.

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.

Section B

Section 7: Experience

Current Experience

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Previous Experience

This section should be used to tell us about relevant previous experience whether from employment or voluntary work

Section 8: 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 & SQA qualification you have received. Please highlight the most relevant for the post. (Scottish examples of qualifications have been used, but equivalent qualifications gained in any country are equally acceptable).

Section 9: Personal Development

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

Section 10: Personal Statement

Please use this section to tell us why you are applying for this job and explain what you understand about domestic abuse.

Section C: 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 **Essential** aspect of the person specification. Please **DO NOT** attach a Curriculum Vitae in place of this section as it will not be considered when shortlisting applicants for interview.

When we read your application we are looking for evidence that you have the skills, knowledge 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.

Please 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".

Check the closing date and submit your application in plenty of time to be received by the closing date. The Scottish Women's Aid application form has been designed to be completed electronically and submitted by email. You may choose to scan in your signature and you will be asked to sign a hard copy of your application if you are selected for interview.

If you wish to complete your application by hand, please print off a copy of the application form or contact us to request a hard copy. Please write legibly and in black ink. If you require the application form in a different format so that you can complete or submit it more easily, please contact us to discuss your requirements as soon as you decide to apply.

Please return your completed application form by email to:

recruitment@womensaid.scot

or post it to:

Scottish Women's Aid (Recruitment) 2nd

Floor, 132 Rose Street Edinburgh
EH2 3JD

All applications will be acknowledged.

We would appreciate it if you would also complete and return the Equality and Diversity Monitoring Form and the Recruitment Evaluation Form to assist us in monitoring our practice. However, there is no obligation to do so and your decision will not influence the recruitment process in any way.

Scottish Women's Aid is a company limited by guarantee, company no. SC128433,
and a charity registered with the Office of the Scottish Charity Regulator, charity no. SC001099