



## **Application Guidance Notes**

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Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

### **General Points**

- It is an occupational requirement that applications are open to women only, as permitted under Schedule 9 of the Equality Act 2010.
- Please complete the application form in type or black ink.
- CV's will not be accepted.
- We will be unable to consider incomplete applications.
- If you need any help completing the form, please contact us.
- If you have not heard from us within 4 weeks of the closing date, please assume that you have not been shortlisted.

### **Qualifications and Training**

- Please only tell us about any qualifications and training which are relevant to the post you are applying for.
- If your application is successful, you will need to provide us with original documentation to support any qualifications or awards you have disclosed in the recruitment process.

### **Employment Experience**

- Please provide details of your employment, past and present. If you have developed relevant skills through voluntary work please include them in this section.
- Please ensure you account for any gaps in your education and employment history.

**Supporting Statement**

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification for the job.
- It is essential to relate your skills and experience to the criteria outlined in the person specification by giving specific examples.
- Remember that your skills may have been developed outside of work.
- Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

**Diversity Monitoring**

- Moray Rape Crisis is committed to equal opportunities in our recruitment process. As part of our commitment to make equal opportunities a reality, we monitor the response to our job vacancies.

**Disqualification from working with children or adults at risk of harm**

If you are disqualified from working with children or adults at risk of harm we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified in the section Criminal Convictions.

**Returning the form**

Please return your completed application form as instructed in the accompanying letter, by the closing date. Applications received after the closing date will not be considered.