**GLASGOW WOMEN’S CENTRE**

**Application for Employment**

**Guidance Notes**

Thank you for your interest in The Glasgow Women’s Centre. These notes are to help you to make the most of your application. Please read these notes in conjunction with the other information within the application pack. If you need any more space for any part of the application form, please continue on a separate sheet and mark any additional sheets with your initials and the title of the post for which you are applying.

**Read the application pack carefully before completing the form.**

The job description and person specification outline the duties for the post and competencies required to undertake the role.

**Equal Opportunities**

The Organisation strives to be an Equal Opportunities employer and is committed to achieving and promoting equal treatment for all, irrespective of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation or employment status and meet obligations as defined by the Equality Act 2010.

The Organisation requires the same range of information from all applicants to be submitted within this application form. Please **do not** send a CV as it will not be taken into consideration and will not be forwarded to the shortlisting panel.

**Evidence in Support of Application**

The application form contains four sections:
**Part A** - Contact Details and Data Protection Declaration;
**Part B** – Application form for employment (this is the only information which will be used to decide whether or not to shortlist you for interview).
**Part C** – Criminal Record Declaration Form (separate document)
**Part D** – Equal Opportunities Form (separate document)

Please complete the form in black ink or typescript. Please check through your application form to ensure all sections are completed and return the form to:

jennifer@womenscentreglasgow.org.uk with the title of job vacancy as the email subject. Alternatively, please post to:

The Manager, Glasgow Women’s Centre, 17-33 Shawpark Street, Maryhill, Glasgow G20 9DA

Please mark as Private and Confidential.

**Shortlisting, Interviews and Post Interview**

Following the closing date, each application will be considered carefully and measured against selection criteria from the job description and person specification. Those who meet the essential criteria and who the panel believe would be a good fit for the role will be invited to an interview. Candidates will be contacted within two weeks of the closing date to advise if they have been successful in obtaining an interview or not. Any subsequent offer of employment will be subject to the receipt of satisfactory references, right to work in the UK, appropriate checks of stated qualifications and/or training and check by Disclosure Scotland.

**Right to Work in the UK**

Prior to appointment, you will be required to show a document confirming your right to work in the UK. This may be a passport, birth certificate or other prescribed document.

**Part A – Contact Details and Data Protection**

**Declaration**
**Data Protection Act 2018**

Please read and sign below:

In applying for this post, I give my consent to the Glasgow Women’s Centre holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **POST TITLE:** |  |

| PERSONAL DETAILS |  |
| --- | --- |
| FULL NAME |  |
| ADDRESS |  |
| POSTCODE |  |
| EMAIL ADDRESS |  |
| PHONE (MOBILE) |  |
| PHONE (HOME) |  |



Personal details required for the processing of the application will be removed before being passed to the selection panel for consideration. This is to ensure shortlisting is not influenced by age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. The Organisation is fully committed to the promotion of equal opportunities.

How did you hear about this post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I confirm all the information contained in this application form is true and correct to the best of my knowledge

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B – Application Form**

Please fill in this form using black ink and capital letters or black typescript. The information contained in Part B will be used as part of the selection process and will therefore be made available to all persons involved in the selection process.

For administrative purposes, please ensure you put your initials in this box



|  |  |
| --- | --- |
| **POST APPLIED FOR** |  |

| EDUCATIONAL, PROFESSIONAL OR TRAINING QUALIFICATIONS |  |
| --- | --- |
| Qualification in full and pass level | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

| CURRENT OR MOST RECENT EMPLOYER |  |
| --- | --- |
| NAME AND ADDRESS |  |
| POSITION |  |
| DATE APPOINTED |  |
| DATE OF LEAVING (IF APPLICABLE) |  |
| REASON FOR LEAVING |  |
| MAIN DUTIES AND RESPONSIBILITIES |  |
| NOTICE PERIOD |  |
| PREVIOUS EMPLOYMENT |  |
| NAME  |  |
| DATES FROM AND TO |  |
| REASON FOR LEAVING |  |
| JOB TITLE AND RESPONSIBILITIES |  |

  



| PREVIOUS EMPLOYMENT |  |
| --- | --- |
| NAME  |  |
| DATES FROM AND TO |  |
| REASON FOR LEAVING |  |
| JOB TITLE AND RESPONSIBILITIES |  |

| PREVIOUS EMPLOYMENT |  |
| --- | --- |
| NAME  |  |
| DATES FROM AND TO |  |
| REASON FOR LEAVING |  |
| JOB TITLE AND RESPONSIBILITIES |  |

| PREVIOUS EMPLOYMENT |  |
| --- | --- |
| NAME  |  |
| DATES FROM AND TO |  |
| REASON FOR LEAVING |  |
| JOB TITLE AND RESPONSIBILITIES |  |

**Any other experience you feel is relevant to your application.**

| Please include details of voluntary work, projects undertaken, study, membership of organisations, etc.  |
| --- |
|  |

**Use this section to explain why you are applying for the post.**

| **Using the person specification and job description for reference, please tell us about your qualities, skills, experience and achievements. Explain why these make you the right person for this post .****Please ensure you give relevant examples to illustrate how you meet the essential and desirable criteria** **Please continue on a separate sheet if necessary NB: CVs will not be considered**  |
| --- |
|  |



**REFEREES**

Please give the names, addresses, telephone numbers and email address, of two referees, one of whom must be your current or most recent employer. Referees will only be contacted if you are successful at interview.

**Current/Most Recent Employer**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| POSTCODE |  |
| EMAIL ADDRESS |  |
| TELEPHONE NUMBER |  |
| HOW THIS PERSON KNOWS YOU |  |

**Previous Employer/Other Person Who Knows You in a Work Related Capacity**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| POSTCODE |  |
| EMAIL ADDRESS |  |
| TELEPHONE NUMBER |  |
| HOW THIS PERSON KNOWS YOU |  |