

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 check through your application form to ensure all sections are completed and return the form to:

claireelizabethdrane@womenscentreglasgow.org.uk with the title of Centre Manager Post as the email subject.

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:	
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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 _____

Employment History. Please list all employment and, if there are gaps in employment, provide a brief explanation.

JOB TITLE, NAME AND ADDRESS OF EMPLOYERS, DATES EMPLOYED, DUTIES:

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



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

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 the 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	