



## **Glasgow Women's Aid**

### **Recruitment Guidelines**

This document is designed to give you an understanding of what you can expect as you progress through our recruitment process.

#### **Our Recruitment Process**

- As part of the recruitment process you may be asked to complete a Stage 1 online application form.
- Stage 1 interviews are completed over Zoom. These are informal interviews focused on your skills, experience and values.
- Stage 2 interviews are carried out face to face. All candidates attending a Stage 2 interview will be asked to submit a formal application form before their interview date.
- we ask that all candidates complete the same formal application form and we do not accept any CVs
- when we receive your formal application form the Capability Information, Disclosure Information and Equal Opportunities Monitoring will be removed and retained by the HR department. These will not be given to the short listing panel.
- We will aim to complete short listing (for both online or formal application forms) with 5 days of the closing date
- If you successfully pass the short listing stage, we will give you a minimum of 5 days notice for attending an interview
- Women, Children or Young People who use or have used our services are regularly included on our interview panels
- Following the interview the successful candidate is notified
- Due to resources it is not normal practice for us to contact those who have been unsuccessful either at the short listing or interview stage. If 2 weeks has passed from the closing date / date of your interview and you have not had any contact from us, you can assume that you have been unsuccessful.

#### **Educational Qualifications and Training**

Any offer of employment is subject to confirmation that you have the qualifications required for the post. Therefore if you are offered the post, you will be asked to provide copies of any certificates that are relevant to the post. These will be photocopied and placed in your personnel file.

#### **Eligibility to Work in the UK**

Before we can confirm a job offer we are legally required to obtain evidence that you are eligible to work in this country. Therefore the successful candidate will be asked to provide documents to satisfy this. This will be photocopied and placed in your personnel file.

### **Disclosure Scotland**

Due to the nature of our work, if you are the successful candidate you will be required to complete an Enhanced Disclosure Check / PVG Check. Any offer of employment is subject to this check being satisfactory.

### **Additional Information for Applicants with Disabilities**

The Equality Act makes it illegal for employers to discriminate against people with disabilities when you are applying for a job.

If you are disabled and require assistance during our recruitment process please do not hesitate to contact us.

**Return completed forms, with all required enclosures should be returned by e-mail to**

[recruitment@glasgowwomensaid.org.uk](mailto:recruitment@glasgowwomensaid.org.uk)