**Application Process – further information**

Scottish Women’s Aid is committed to ensuring an accessible and equitable application process. We strive to make this process as straightforward and flexible as possible for all and do things differently, to encourage people from diverse backgrounds to join our team. The following note sets out our application process. If you would like to discuss the job or any adjustments, whether due to disability or any other reason, please contact us on [recruitment@womensaid.scot](mailto:recruitment@womensaid.scot) or on the phone on [0131 226 6606](tel:01312266606).

**Stage 1 – Application form**

We would like to hear from you and what you can bring to the role. Posts will usually be advertised for a minimum of four weeks. The criteria we are looking to assess are detailed within the job description and person specification, this will help you to know what we are looking for and what to expect.

You can send us your application form via email. Equally, if you would prefer not to write your application, you can send us an existing CV and a video or a voice note which answers question 11 on the application form in 5-10 minutes. Please send all application materials and queries to [recruitment@womensaid.scot](mailto:recruitment@womensaid.scot).

We would also appreciate it if you would fill in our equality monitoring form.  It is completely anonymous and not attached to your application in any way.  [Click here to fill it in.](https://forms.office.com/Pages/ResponsePage.aspx?id=yo_WtE2bFUG_EccZKuXnLTPkOng8woZKq0xSfQtNlklUQThNSFRQQVpONjdMNFQ0TkpNR1Y4NDNHTSQlQCN0PWcu)

**Stage 2 – Selection**

The recruitment panel will be appointing for this role on a rolling basis. After considering your application, the panel will be in touch if they would like to invite you to interview, please don't delay in applying as the post will close once the position is filled.

All applications received will be read and scored by a shortlisting panel. Each application will be given a score based on how well the applicant has shown that they meet the criteria set out in the person specification. We will let you know if you are being invited to interview via email, and will also inform unsuccessful candidates.

If you have been short-listed, we will invite you to an interview on a rolling basis. Interviews will be conducted remotely via Teams. We will always give you at least one weeks’ notice and work with you to find a time that suits you, around other commitments such as childcare. We will set an interview task a week in advance and ask you to prepare a short presentation or take a skills test, which we will provide full details of along with an invite to interview.

On the day you will, meet members of the team and we will explain more about the role and who we are. You will be interviewed by a panel of three people, usually, two will be SWA staff and one will be an external panel member with suitable experience. You will deliver your interview task along with answering some competency and role-based questions online.

All candidates will be informed by email within a week whether they have been successful or not.

**Stage 3 – Hiring and Induction**

If you are successful at interview, we will invite you to a start working in the role for a probationary period of 3 months. During this time, you will have the opportunity to attend essential training on the dynamics of domestic abuse as well as integrate within the team and develop key areas of work. After 3 months you will have a meeting to assess your progress where you could be employed as a permanent member of the team. Alternatively, an extension may be offered to provide you with extra support, training or development before permanent employment is offered.