



## Applying for a job with Bradford Women's Aid

### GUIDANCE NOTES FOR APPLICANTS

#### 1. Read the information provided

Every post advertised has a **job description**, which lists the main duties of the post, and a **person specification** describing the skills, experience and qualifications we are looking for. The application pack may also include other information relevant to the post. Please look at everything we send you, so that you know what the job involves.

#### 2. Give us complete and relevant information

When shortlisting, we will assess your application by scoring how well you appear to meet each of the criteria given in the person specification.

Your application form is the **only** basis for shortlisting. We can only credit you with experience and skills that you tell us about. We will not make assumptions, even if some members of the selection panel know you, and we cannot guess what you have done in previous jobs or elsewhere. It is therefore most important that you fill in the form as completely as possible, especially the supporting statement. Where possible, give evidence of **how** you meet each of the "essential" criteria on the person specification: It is not enough just to say that you do!

Think about how you can show, from your previous experience, that you have the knowledge, skills and attitude to meet the demands of this job. Remember that study, unpaid work, work at home and other life experience can be as valuable as paid work.

**Please do *not* include any additional material such as a curriculum vitae (CV), references, or certificates. At this stage, we will only look at your application form.**

#### 3. Completing the form

Applications will be photocopied for the selection panel, so please make sure you complete the form clearly, typing/word processing it or using **black** ink.

#### 4. Closing Date

Your application form has the closing date applications printed on it. We cannot accept forms received after the date given. Your application should be signed and either posted or delivered to our office in an envelope clearly marked "APPLICATION: CONFIDENTIAL".

#### 5. Shortlisting and interview

After the closing date, the members of the selection panel will read all applications. They will then meet to decide which applicants best meet the criteria listed in the person specification.

These people will be invited to interview on the date shown on the application form. If you have not heard from us before that date, please assume that you have not been shortlisted.

**Tip:** Keep a copy of your application form for future reference...