



## **Guidelines for completing the application form**

Rights of Women welcome applications from suitably qualified applicants from all sections of the community. Thank you for your interest in applying for a job with us.

**The following notes are designed to assist you fill in your application form as effectively as possible and you are advised to read them before you start.**

The application form is the first stage of the selection procedure. It provides the information we will use when deciding whether you will be invited to interview and so you should include all relevant information about your skills and experience. If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed. **However, please note that no more than two sides of A4 paper should be submitted in addition for any section.**

The job advertisement gives only brief details of the post, and you should also read the job description and the person specification, which are included with the application form. The job description states the main duties in more detail, and the person specification contains the knowledge, skills and experience you will require to do the job. All this information is aimed at giving you a clear idea of what the post entails and then you can decide whether you want to submit an application form.

## **Completing the application form**

You must complete each section of the form accurately and fully, so that we can assess your application against the criteria given in the person specification. You should state how you meet all the criteria; if you do not meet these you cannot be considered for interview. The decision on whether to invite you for interview will be made solely on the information contained in the form, so statements such as “see previous application” will not be acted upon. Please do not attach a CV, as this will not be accepted.

The form may be completed in type or handwritten. Handwritten forms should be clear and completed in black ink.

Below are notes on specific sections of the form

## **1. Personal information**

Please provide your personal and contact details.

Since May 2004, we are required to see proof of your eligibility to work in the United Kingdom in accordance with the Immigration (Restrictions on Employment) Order 2004 SI2004/755. We therefore ask you to confirm your eligibility to work on the application form and, if appointed, to provide the necessary documentation to verify this.

## **2. Education and Training**

Please list all qualifications gained in secondary and further education, along with the grades you obtained, including NVQs and apprenticeships.

Please also provide details of any other relevant training courses attended such as voluntary sector and/or trade union courses.

## **3. Employment**

Please provide details of your employment history starting with the most recent. This could include paid or unpaid work. You should provide brief details including your job title, the main duties of the post and achievements.

Please also list any other relevant voluntary work and personal experiences, including involvement with women's groups, local community groups, trade unions etc. This is particularly important if you have not been employed before or are returning to work after a long absence.

## **4. Personal statement**

This is a very important section. You should provide details of how your knowledge, skills and experience gained both within and outside formal employment, have prepared you for this post. It is important that you demonstrate how you meet the criteria contained in the person specification, not just state that you do.

## **5. Criminal convictions**

Please provide details of any unspent criminal convictions. This information will be considered in light of the role and its responsibilities and we will need to decide whether or not the offence is one which would cause us not to employ you.

## **6. Reasonable adjustments**

Rights of Women is an equal opportunities employer and is committed to non-discrimination in its equal employment for disabled people.

Please provide details of any disability relevant to your application and any reasonable adjustments or arrangements we would need to make if you are shortlisted for interview. Interviews will be conducted using an online platform, most likely Zoom.

## **7. Referees**

Please provide contact details of two professional referees. If you are or were in employment, one of your referees should be your current or most recent employer. If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities such as a teacher or lecturer, or other professional person.

References will only be taken up if you are offered the job.

## **Equal Opportunities Monitoring Form**

The information provided on the Equal Opportunities monitoring form is strictly confidential and will not form part of the selection process. However, as we are an equal opportunities employer, we are keen to measure the effectiveness of our procedures and would be grateful if you would complete the form and return it to us.

### **When you have completed the form**

Check that you have completed all the sections. Please check that you have read the declaration at the end of the form and signed it electronically (typed is sufficient). It may be useful to take a copy of the form for future reference.

**You should return the completed form and equal opportunities monitoring form by email to [info@row.org.uk](mailto:info@row.org.uk).**

**Please state the name of the post you are applying for in the title of the email.**

### **If you have any queries**

If you have any queries in relation to the post or application process, please email [info@row.org.uk](mailto:info@row.org.uk) marking your enquiry for the attention of the Director or telephone us on 020 7251 6575 and ask to speak to the Director, Estelle du Boulay.

**We wish you luck with your application and thank you for your interest in working for us.**