

GUIDANCE NOTES FOR COMPLETION OF BSWA JOB APPLICATION FORM

Section 1 JOB TITLE

This section may have already been completed by Birmingham & Solihull Women's Aid but please check that the details are correct. If they are not included please refer to the job description to complete this section

Section 2 PERSONAL DETAILS

Please enter your contact details fully and clearly so that we are able to contact you about your application. Please ensure that you include your correct address and post code

Section 3 GENERAL INFORMATION

If you are related to a BSWA staff member or management committee member we ask that you tell us so that we can make sure your application is treated fairly and transparently

Section 4 DBS CHECK / REHABILITATION OF OFFENDERS ACT

If you have ever been subject to any criminal convictions, cautions, reprimands, final warnings or police enquiries which may have a bearing on your suitability for this post please declare them here. Any offer of a post will be subject to a successful Disclosure Barring Service check which BSWA will undertake on your behalf when an offer of a post is made. Please note that BSWA will always undertake a DBS check irrespective of whether you have previously done one with another agency / college

Section 5 ARRANGEMENTS FOR INTERVIEW

If you have a disability or have specific access requirements please complete this section so that we can make suitable arrangements if you are called to interview

Section 6 EDUCATION / QUALIFICATIONS

We are interested in any form of education you have followed, including those taken overseas. Successful candidates may be asked to provide proof of qualifications

Section 7 RELEVANT TRAINING

Please include details of any training you have undertaken that you feel is relevant to the position you are applying for

Section 8 MOST RECENT EMPLOYMENT

Please include details of your current or most recent employment, date you have been employed here and information about any notice period you have to give

Section 9 EMPLOYMENT HISTORY

Please ensure you provide us with a complete employment history, fully accounting for any gaps in employment (this may be through a career break or maternity leave for example). Please ensure you provide us with information about any employment you may have undertaken whilst on work experience or placement or any voluntary work you may have done

Section 10 REFERENCES

Please ensure you provide us with details of 2 referees. One referee must be your current or most recent employer. References will not be taken up until a post is offered. Employment may not start until references have been received

Section 11 INFORMATION IN SUPPORT OF YOUR APPLICATION

When completing this section please ensure your submission is typed and attached to your application form. You should ensure you respond to each of the points detailed and where possible your responses should draw on any work experience you have whether that be paid or not

Section 12 DATA PROTECTION

Please ensure that you have checked your application and signed and dated it. Any falsification of the form will result in your application not being pursued or your contract being terminated if you have already been appointed. Application forms that are not signed will not be considered

CHECKLIST

- Have you signed and dated your application form?
- Have you included all of your previous employment history and accounted for any gaps?
- Have you put the correct postage on your envelope? – We are unable to pay the surcharge levied by Royal mail for items that do not have the correct postage. This means that we will not receive your application form and you will not be considered for the role
- Is your *Information in support of your Application* typed?
- Have you demonstrated in your *Information in support of your Application* how you will meet every element of the person specification?
- Are your referees contactable? And is one of them your current or most recent employer?
- Have you checked when your form needs to be returned by? Applications received after the deadline will not be considered.

Please note CVs will not be considered

If you do not hear from us within 2 weeks of returning your application form you have not been short listed. Unfortunately due to the large number of applications we receive we are not able to give feedback at this stage in the recruitment process