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Welsh Women's Aid

WWA Staff Application Questions

This is a summary of the questions that are in our online application form. We provide this document for your convenience, because the online form does not let you save your work.

You can use this document to prepare your answers and then copy and paste them into the form when you are ready to apply.

Section one of the application will ask you **how you found out about the role**, as well as for **your contact details and preferences** and whether there are any **accessibility requirements** you have for an interview, so that we can accommodate them.

Sections two and three of the application contain the following questions:

- **Please tell us about what you do currently and why you are interested in this role.** Suggested length: 200 to 400 words (a few sentences).
- **Are you currently employed?** If so, what is the length of your notice period
- **Please tell us a bit about any previous employment or experiences you have that are relevant to this role.** This might include paid work, volunteer work, community organising, degrees or formal qualifications that you hold, training you've completed, or your lived experience. Suggested length: 500 to 1,000 words (a few paragraphs).

Section four of the application is your **personal statement**. You will have the option to copy and paste or to upload a .doc or .pdf file with your statement.

- **Please tell us about how your knowledge, experiences, and skills relate to the job description and the person specification for this role and how your values align with ours.** This personal statement is the most essential aspect of your application and has the greatest influence on shortlisting. Please ensure that you address every aspect of the person spec. We recognise and value transferable skills, so for the greatest chance of success, please include these where relevant. For advice on how to write a personal statement, you might want to [read this short guide from the National Careers Service](#). Suggested length: 1,500 to 2,000 words (10-15 paragraphs).

Section five of the application asks for **references**. If you are employed currently or have been previously employed, please use your current or most recent employer as your first reference.

Otherwise, you can use someone as a reference as long they are (1) not a family member, (2) have known you for more than 12 months, and (3) can tell us about you. For example, a college tutor, a support worker, a social worker, or many other possibilities. If you are unsure about who to use as a reference, please send an email to recruitment@welshwomensaid.org.uk or call us at 029020 541551 and we will be happy to discuss your options with you.

For each reference, we will ask for their name, their relationship to you, their address, postcode, phone number and e-mail address, and how long they have known you. We do not contact references unless you are offered a role and have confirmed you wish to accept it.

Section six of the application asks the following **pre-employment check** questions. If you want to discuss your specific circumstances with a member of our recruitment team before submitting your application, please email us at recruitment@welshwomensaid.org.uk or call us on 02920 541551.

- Do you have a **National Insurance number**?
- Are there any restrictions on your **right to remain or work in the UK**?
- Do you have any **convictions, cautions, reprimands, or final warnings** that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013?
- Are you aware of any **police enquiries** undertaken following allegations made against you, which may have a bearing on your suitability for this post?
- Are any **current employees of WWA related to you** or in a close personal relationship with you?
- Do you have any interests or hold any appointments that may **conflict with employment** by WWA in the role you are applying for?

The final section of the application asks you to enter today's date and your full name to confirm that all the information you have provided is true to the best of your knowledge.