# Staff Application Form

Pursuant to Schedule 9, Part 1 of the Equality Act 2010, this post is open to women only. Applications received by those with lived experience of being a woman will be considered on a case-by-case basis.How long will it take to do this application? We have tried to keep the form as short as possible. We estimate that it will take between one and two hours to prepare and submit your application.

If you prefer to use our online form, you can access it here: [insert link]

If you would like to have an informal chat about the role or if you have specific accessibility requirements you want to discuss with a member of our recruitment team, you can call us on 02920 541551 during our opening hours (Monday to Friday, 9am to 5pm) or send an email requesting a call-back to [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk).

What happens after you submit your application? If you are shortlisted, a member of our recruitment team will contact you with details about next steps. 

Privacy notice: If you are not appointed to a role with WWA, we will keep the information you provided in your application for twelve months from the closing date of the role you have applied for. Please note we will hold your data if you start an application but do not submit, until the closing date of the role. We may contact you to see if you would like to complete your application form. If you are appointed to a role with WWA, we will store your data for six years from your final day of employment with us. If you have submitted an application as an expression of interest for future roles that may open, we will hold your details for six months so that we can inform you of opportunities. After six months, you will need to submit another application to stay on our list. Our privacy statement has more information on how we keep your data confidential and secure: https://www.welshwomensaid.org.uk/privacy/. If you have any concerns about your data privacy, you can email DataProtection@welshwomensaid.org.uk at any time.

Our privacy statement has more information on how we keep your data confidential and secure during this time: <https://www.welshwomensaid.org.uk/privacy/>

## Please type an X in the box below if you are happy for us to collect your data this way.

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Please continue to the next page / question …

## **Post and Interview Details**

**1.** How did you find out about this post? We ask because it helps us know how and where to promote our open roles to reach as many people as possible. If you prefer not to say, please go on to the next question.

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**2.** Please use the job post or applicant pack to provide the details below.We ask you to do this because we sometimes have multiple posts open with similar job titles and want to be sure your application is sorted correctly.

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| --- | --- |
| What is the title of the post? |  |
| When is the closing date for applications? |  |
| When are interviews to be held? |  |

3. If there are any specific arrangements you require for an interview, please tell us about them below so that we can accommodate you. Interviews generally take place over video conferencing apps like Zoom or Teams and we use the chat functionality to post the questions after they are asked, giving candidates time to reread and reflect if needed.

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Please continue to the next page / question …

## **Section 1: Contact information and preferences**

### Your first name:

### Your last name:

**Your postcode:**

### Your phone number:

### Your email address:

1. How would you be happy for us to contact you? Please put an ‘X’ next to all that apply.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | No preference |

If you are shortlisted, we will use the info below when contacting you, and the interview panel will also have this info to ensure that they use your preferred name and correct pronouns. If you do not want to answer these questions, please leave them blank.

### 2. If we contact you, what name should we use?

3. And what pronouns do you use?Please put an ‘X’ next to all that apply.

|  |  |
| --- | --- |
|  | She / Her |
|  | They / Them |
|  | None of the above. Please tell us the pronouns you use. |

Please continue to the next page / question …

## **Section 2: Your current circumstances**

1. 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).

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2. Are you currently employed? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | Yes. |
|  | No. |

**If you answered yes, please tell us the name of your employer:**

**And the length of your notice period:**

Please continue to the next page / question …

## **Section 3: Your previous experiences**

**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).

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Please continue to the next page / question …

## **Section 4: Your personal 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.*](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method)

Suggested length: 1,500 to 2,000 words (10-15 paragraphs).

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Please continue to the next page / question …

Section 5: Your references

Please provide the names and contact info for two 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*](mailto:recruitment@welshwomensaid.org.uk) or call us at 029020 541551 and we will be happy to discuss your options with you.

**If you cannot use your current or most recent employer as a reference, please tell us why:**

1. Please tell us about your first reference. If you are or have been employed, this should be your current or most recent employer.

### Their name (first and last):

### Their relationship to you:

### Their address:

### Their postcode:

### Their phone number:

### Their e-mail address:

**How long have they known you?**

2. How would you be happy for us to contact your first reference? Please put an ‘X’ next to all that apply. We will not contact your references unless you've been offered a role and confirmed that you wish to accept it.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | I have no preference |

Please continue to the next page / question …

### 3. Please tell us about your second reference:

### Their name (first and last):

### Their relationship to you:

### Their phone number:

### Their e-mail address:

**How long have they known you?**

4. How would you be happy for us to contact your second reference? Please put an ‘X’ next to all that apply. We will not contact your references unless you've been offered a role and confirmed that you wish to accept it.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | I have no preference |

Please continue to the next page / question …

## **Section 6: Pre-employment checks**

Before offering someone a role, we are required to make several checks related to their right to work, any conflicts of interest they may have, and our safeguarding policies. Please be aware that if you are employed by WWA, you may have to provide evidence related to your answers, and any failure to disclose restrictions, convictions, or conflicts of interest could result in your dismissal.

All our posts are offered subject to a satisfactory standard Disclosure and Barring Service (DBS) check, except for our Live Fear Free Helpline roles, which are subject to an enhanced DBS check.

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](mailto:recruitment@welshwomensaid.org.uk) or call us on 02920 541551.

1. Do you have a National Insurance number? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please tell us your NI number: |

2. Are there any restrictions on your right to remain or work in the UK? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please tell us about your leave to remain and rights to work: |

For the following questions, please be reassured that answering 'Yes' does not necessarily disadvantage your application. If you are invited to interview, you will only be asked to discuss prior convictions or investigations if they directly relate to the nature of the role and its expected duties.

3. 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? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please provide details: |

4. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please provide details: |

5. Are any current employees of WWA related to you or in a close personal relationship with you? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please provide their name(s) and relationship to you: |

6. Do you have any interests or hold any appointments that may conflict with employment by WWA in the role you are applying for? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No. |
|  | Yes. Please provide details: |

Please continue to the next page / question …

## Section 7: Declaration

Please confirm the following declaration by entering today's date into the box below and typing your name into the box marked 'your signature.' If you do not complete these steps, we cannot consider your application.

### I hereby certify that:

1. all the information given by me on this form is correct to the best of my knowledge;
2. all questions relating to me have been accurately and fully answered;
3. I possess all the qualifications which I claim to hold.

### 1. Today’s date:

### 2. Your signature (please type your full name):

This is the end of the form. Please submit your application by emailing it as an attachment to [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk) and include the post title in the subject line. Thank you for your interest in working with Welsh Women’s Aid.

If you have any concerns about the confidentiality of the information you have provided in this survey, please email them to the Data Privacy team at: [DataPrivacy@welshwomensaid.org.uk](mailto:DataPrivacy@welshwomensaid.org.uk).