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Dear Applicant

April 2025

Thank you for your interest in the **Women's Domestic Abuse Community Worker** vacancy to provide support to women experiencing domestic abuse or who have experienced domestic abuse.

We will accept a completed **application form or Curriculum Vitae (CV)** when applying for the post.

### **Application Form**

Please ensure that all sections of the ***application form*** are completed prior to submission. If you are submitting a **CV**, please ensure that it contains a personal statement and information about your personal qualities, values, and any experience relevant to this role.

### **Application Pack**

The application pack attached to this letter includes the following:

- Application Form
- Job Description
- Self-Declaration Form
- Equal Opportunity Form
- The organisation Equality Policy, Annual Report and Child Protection and Adult Support & Protection Statement.

### **WHAT WE WANT TO KNOW**

The job description person specification sets out the general skills, knowledge and experience and there is a table setting out the essential and desirable personal characteristics and competencies for this role. We would like you to explain in your application form or CV how you satisfy each of these requirements.

**If you wish to speak to someone prior to applying for this role please contact **Rajni Pandher**, Women's Service Manager, on 0141 353 0859.**

### **Recruitment Information**

The Equal Opportunities Monitoring Form should be returned in a separate email marked private and confidential. It will be saved anonymously and kept separately from your application form and will not be seen by any member of the interview panel.

You are welcome to return the Self Declaration Form to us by email. However, there is also the option of returning it to us in a sealed envelope which would only be opened if you are offered and accept the role.

The shortlisting and selection process involves an anonymous review of each candidate's application form or CV conducted by the interview panel. The contents of each application form are scored against the post's Essential Requirements and Desirable Requirements which are stated in the Job description Person Specification.

Any discrepancies observed in the application form will be noted for further exploration at the interview. Additionally, requirements stated in the Job Description, such as specific qualifications, required registrations and length of experience will be scored.

Failure to disclose important information at the application stage may lead to dismissal and referral to the relevant regulator if discovered at a later date.

Due to funding constraints, we will only contact shortlisted applicants, therefore if you do not hear from us, please assume you have not been successful.

Thank you for your interest in Hemat Gryffe Women's Aid. We look forward to receiving your completed application.

Yours faithfully  
Hemat Gryffe Womens Aid