

## **East Ayrshire Women's Aid: Recruitment Guidelines**

This document is designed to give you an understanding of what you can expect as you progress through our recruitment process.

### **Our Recruitment Process**

- We ask that all candidates complete the same application form and we do not accept any CVs
- When we receive your application form page 1 of the application form will be removed. This will not be given to the short-listing panel.
- We will aim to complete short-listing with 10 days of the closing date
- If you successfully pass the short-listing stage, we will give you a minimum of 5 days notice for attending an interview
- Depending on the circumstances, interviews may be held using Zoom
- Women, children or young people who use or have used our services are regularly included on our interview panels
- Following the interview, upon the receipt of references, the successful candidate is notified
- Due to resources it is not normal practice for us to contact those who have been unsuccessful at the short-listing stage. If 3 weeks have passed from the closing date and you have not had any contact from us, you can assume that you have been unsuccessful. If you are invited for interview, we will write to you within two weeks of your interview to inform you whether or not you have been successful. As applications are anonymised for short-listing purposes, we are only able to give general feedback in relation to applications. However, we would welcome you to contact us for feedback if you have attended an interview.

### **Educational Qualifications and Training**

Any offer of employment is subject to confirmation that you have the qualifications required for the post. If you are offered the post, you will be asked to provide copies of any certificates that are relevant to the post. These will be photocopied and placed in your personnel file.

### **Eligibility to Work in the UK**

Before we can confirm a job offer, we are legally required to obtain evidence that you are eligible to work in this country. The successful candidate will be asked to provide documents to satisfy this. This will be photocopied and placed in your personnel file.

### **Disclosure Scotland**

Due to the nature of our work, if you are the successful candidate you will be required to become a member of the PVG scheme. Any offer of employment is subject to this check being satisfactory.

### **Additional Information for Applicants with Disabilities**

The Equality Act (2010) makes it illegal for employers to discriminate against people with disabilities when you are applying for a job. If you have a disability and require assistance during our recruitment process please do not hesitate to contact us.

**Return completed forms, with all required enclosures, by e-mail or post to:**

**Recruitment**

**East Ayrshire Women's Aid**

**10 Croft Street**

**Kilmarnock**

**KA1 1JB**

*or*

**recruitment@eastayrshirewomensaid.org.uk**