**COMPLETING THE WSN APPLICATION FORM**

##### GUIDANCE NOTES

##### Please note the following information before completing your application form:

#### Application Details

Please note carefully the closing date and time for returning completed application forms, as any forms received after this date and time will not be considered. Please also retain the **original formatting and layout** of the application form and monitoring form when completing your application.

#### Personal Details

Please ensure that you give us your full, and most up to date address for correspondence and a telephone number where you can be reached easily to allow us to contact you at short notice if required.

**Special Requirements**

WSN wishes to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form. For guidance purposes, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, for example, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

#### References

Referees must not be family members or friends and one must be your current/most recent employer who has knowledge of your current/most recent work. If you are not giving a current/recent employer you should attach an explanation of why this is the case, for consideration by the panel.

#### Possession of a Criminal Record

With some exceptions, having a criminal record does not necessarily debar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate. WSN staff are subject to Access NI checks.

**Education/Qualifications**

It is important that you read the Personnel Specification and provide all the information requested.

#### Present Employment and Work History

It is vital that you are accurate in your completion of this section, as this information will be used at short listing to determine whether the length and relevance of your experience meets any criteria specified as essential. It is important that you demonstrate how you meet the criteria using additional pages if necessary. **If you have any gaps in employment you must account for these and any periods of unpaid work should also be included.**

#### Additional Relevant Information

This section of the application form should be used to provide information about any relevant training attended and to enlarge on particular experience/knowledge/skill that is not accounted for elsewhere on the application form. You should use the content of the job description and person specification for guidance.

#### Equal Opportunities Monitoring Form

Provision of this information is a statutory requirement and used to assist WSN in monitoring the effectiveness of its Recruitment & Selection Policy & Procedures. It will not be seen by the Selection Panel. Should you wish, the Monitoring Forms can be submitted in a separate envelope. Please address it to **The Monitoring Officer, Women’s Support Network, 2nd Floor, 109-113 Royal Avenue, Belfast, BT1 1FF.**