**Guidelines for Applicants**

**Please read fully before completing the application form:**

1. Your application form is **very** important because it is the only basis on which we decide whether or not to progress your application. Please complete all sections of the form fully.
2. The Job Description and Person Specification are an integral part of the application form. Using both of these documents, please indicate in the section of the application form called “***Job Suitability***”, how you fulfil the criteria in the Person Specification.
3. Remember to include all relevant experience or skills from paid employment, voluntary work, leisure interests and family life. Please say when and where your experience and knowledge was gained and the period over which you have put them into practice.
4. We require two references from current and previous employers. Please ensure that contact details for your referees are clear on the application form. **If you do not give your current or most recent employer as a referee we will need to know the reason for this.** Referees will not be contacted prior to interview without your permission. Where possible, please provide email addresses for referees as this helps to speed up the recruitment process. Should you be offered the post, you will be required to undertake a full enhanced DBS check.
5. Due to the nature of the work of YWCA Yorkshire, some posts are exempt from the sex discrimination act under exemptions 7 (ii)(e) and 7(ii)(d), therefore, for these roles, we invite applications from women only. Where this is the case it will be clearly indicated on the advertisement.
6. Unless filling in your form electronically, please complete in black ink and your own handwriting. Do not display your name on any part of the form other than where requested (including signature box).
7. Please state which post you are applying for.

**Please return your completed application form to: *Name & Service***

**If you require any further information, please contact: *Name & email/telephone details***

*Please note: We will only contact those who have been shortlisted for interview. If you do not hear from us prior to the interview date stated on the advertisement, please consider that you have been unsuccessful on this occasion.*

**YWCA Yorkshire is an equal opportunities employer as defined by the Equality Act 2010 and as such, welcomes applications from all of the diverse sections of the community.**

**Thank you for your interest in YWCA Yorkshire. We look forward to receiving your application.**