**Womankind Summary Statement for Applicants**

**Fair recruitment**

Our commitment to equality, diversity and inclusion means that we want to ensure that every applicant is treated fairly. The information you provide in the application form is the only information we will use in deciding whether you will be shortlisted for an interview.

**Support for people with disabilities**Womankind is committed to making the organisation accessible to people with disabilities. If there is anything in the Job Description, Person Specification or any other aspect of the job that would be difficult for you, Womankind is willing to discuss alternative ways of meeting your requirements.

**Job sharing**  
Full time jobs are 35 hours per week. Womankind will consider job share on all full-time posts. You need not apply with a job sharer. All applicants will be considered on an individual basis. All applicants must meet the requirements of the Person Specification.

**Guidance notes for applicants and completing the application form**

Your application is important, and the guidance is designed to help you complete it as effectively as possible.

* Please read the job description and person specification carefully.
* The job description outlines the main duties of the post.
* The person specification lists the skills, experience, and qualifications we are looking for. It is important that you clearly address each area on the Person Specification when completing the application form.
* Your application needs to show relevant skills and examples to demonstrate the competencies required, from work, learning or life experiences. This may be from your current or previous jobs but may also be from community or voluntary work, experience gained in the home and through leisure.
* Complete the Application Form clearly in dark coloured ink. It may be helpful to do a rough version first.
* Complete the Equalities Monitoring Form. The equality information you provide on your equalities form will not affect your application and is not made available to the interview panel. We use this information to monitor whether we are reaching all sections of the community and to check that our recruitment process operates fairly.
* **Do not enclose a Curriculum Vitae as it will not be considered.**

**How your application will be assessed**

* Decisions will be made by a selection panel based on the application form and the recruitment process. No other knowledge of applicants will be considered.
* All applicants will be assessed against the criteria in the Person Specification.
* The Person Specification is the organisation’s statement of what skills, abilities, and knowledge the job requires.
* You may meet the requirements through experience or training.
* You may not have had any paid experience or formal training, but you may still be able to demonstrate other ways that you meet the requirements.
* The criteria in the Person Specification will help you to see what we are looking for and to assess your own suitability.
* For some posts, short listed applicants will be asked to make a presentation on a stated subject. Notification of this will be given when the interview time is fixed.