



## Women's Health Matters

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It's not the injustice that drives us, it's  
her hope for a better life.

### **Guidance notes for applicants and how to maximise your prospects of gaining an interview**

Thank you for your interest in a role with Women's Health Matters (WHM)

As well as this document, you will find a copy of the following on our website:

1. Job Advert - an overview of the role, including hours and salary
2. Role Profile - contains the job description and the person specification as well as WHM's values
3. Short Application Form
4. Equal Opportunities Monitoring Form

1 and 2 contain the information you will need to complete your application.

3 is a short application form. It is used to capture some information which will be essential or useful for us as a charity dealing with vulnerable people, e.g. the names of referees, whether you have a driving licence or language skills, details of any convictions (these will not necessarily exclude you from working with WHM but must be assessed).

4 is an Equal Opportunities Monitoring Form and enables us to identify whether our advertisements are reaching our target audiences. This will be separated from the other parts of your application and will not be used to make decisions about whether or not to shortlist or employ you.

WHM is working toward the principles of equity, diversity, and inclusion, both in its work with victims-survivors of abuse and as an employer. It is a requirement of the organisation that all employees work to promote this policy.

### **How to apply**

Your application should include your CV, your covering letter, and completed short application form.

The information you provide in your CV and covering letter will enable us to decide whether or not you will be shortlisted for an interview, so both documents are important and this document is designed to help you complete them as effectively as possible.

Your CV should show how your experience matches our requirements, but it is not enough just to say that you have done something without further detail, so you need to demonstrate what you have achieved.

The covering letter is your opportunity to tell us why you believe you would be a good fit for the role and for WHM. You will be expected to demonstrate your understanding, skills,

personal qualities, and competencies required for the role, as stated in the job advert and the role profile, along with how you embody our values.

### **Our recruitment process**

You should:

- Read all the information, look at our website, and contact us if you have any questions or queries
- Send your CV, covering letter, completed short application form, and completed Equal Opportunities Monitoring Form to [recruitment@womenshealthmatters.org.uk](mailto:recruitment@womenshealthmatters.org.uk) by the closing date

The next steps:

- The recruiting panel at WHM will read all the applications received by the closing date and create a shortlist to interview
- Shortlisted candidates will be invited to interview
- Interviews will take place when you will be asked a set of questions based on the requirements for the role
- You will be notified as soon as possible after the interview date whether or not your application was successful
- Job offers will be dependent on the receipt of references which satisfy WHM, right to work in the UK, and on a satisfactory DBS (Disclosure and Barring Service) check, which must be received prior to commencement of employment

### **Feedback to candidates**

We can offer basic feedback to unsuccessful candidates who have not been shortlisted for interview. We can give more detailed feedback to those that are unsuccessful following interview.

### **What if you are unsuccessful?**

We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying; your skills and experience may be what we need for our next vacancy.

### **Complaints**

We try very hard to ensure that every stage in our recruitment process is fair and appropriate. We wish to ensure that everyone is treated fairly and helpfully, even if you are not appointed. If you feel you have been treated unfairly, please ask to see our Compliments and Complaints Policy or write to us and we will investigate.