



Iranian and Kurdish Women's Rights Organisation (IKWRO)

Email: jobs@ikwro.org.uk

Suggestions to help you complete your application form

Please read these guidance notes carefully. They are designed to ensure that every candidate is aware of the significance of the different documents used in the recruitment process, and how it is necessary to use them.

Iranian and Kurdish Women's Rights Organisation (IKWRO)'s application form asks for personal details, employment details, education and training, and has a section for you to name three referees. It also has a section for you to write a Supporting Statement (see below).

- If handwritten, complete the application form neatly and clearly using black pen. (Several copies of the form will be made for the selection panel and black photocopies more clearly than blue ink).
- Complete the application form accurately. For example, take trouble to check that dates for your previous employment and qualifications are correct.
- If you can't fit all the information in on the form use extra sheets, making sure that they are numbered and clearly marked with your name. We ask you not to use more than two extra sheets in all (two sides, A4 paper).
- Please do not send your curriculum vitae (CV) to us at this stage as we do not shortlist from CVs. (please note that we will ask you to send it to us when you have been shortlisted). Our forms ask only for the information which we want. Your opportunity to tell us more about why you are interested in and qualified for this post comes in your supporting statement.
- Make it clear what your present or past jobs have been. We are also interested in experience gained in voluntary work or working at home.
- Show clearly what your relevant qualifications are, where and when you got them, together with details of grades.

References

Write the names of three people who are willing to write references for you. If you are currently in work, one of your references should be from your present employer. One should be from a previous employer or the other from someone who knows you well.

If you are not or have not been in paid employment, the references should be from a tutor, colleague, friend or doctor.

A ten step guide to writing your supporting statement

This is the most important part of your application form, because it is here that you explain how your skills, experience and qualifications match the selection criteria for the job.

1. Read all the information we have sent to you very thoroughly before you complete the application form.
2. In rough prepare a list of your previous and other work experience. You may have transferable skills and you should refer to these if you think that they are relevant to the job. For example, raising children, living and working in the community and being a member of various groups could all be relevant to the job as well as formal work experience.
3. Review your skills and experience comparing them with those required in this job.
4. Start writing a rough draft. It's a good idea to start with an area you feel is most important to the job or something which you think you are strongest in.
5. Give examples and evidence to show why you think you've got the right qualities for the job. Don't just say 'I have many years of community experience'. Fill this out by telling us the details of your experience, what you did and achieved.
6. Use positive statements about yourself e.g. by saying 'I have...' rather than 'my last employer has...'
7. Make meaningful statements. For example, when you are writing about your commitment to equal opportunities give some concrete examples for your experience.
8. At this stage it's a good idea to show your draft to a friend or colleague, particularly to someone who knows about the type of job. She/he will be able to comment on the overall impression your statement gives, and may be able to think of things that you have achieved. It's important not to undersell yourself!
9. Make sure that you have said something to cover each selection criteria. Some candidates find it helpful to number their points to match the selection criteria, while others find this inhibiting. It's up to you.
10. When you are happy with your statement write or type it up neatly. If it does not fit the space on the form, you may use additional sheets, but please not more than two sides. In many cases you will be able to say all you need in one or two sides. A very long statement is not necessary. Many candidates make good applications in the space provided.

Equal opportunities monitoring

We would like you to complete the separate Equal Opportunities Monitoring form so that we are able to monitor our equal opportunities policy in relation to employment. This information will not be seen by the selection panel, and will be kept confidentially in the Personnel Section.

The information will enable us to compile statistics on the profile of successful and unsuccessful candidates and will be used to inform the development of effective recruitment procedures.

Please send all your documents to: jobs@ikwro.org.uk

Good luck with your application!

Remember to keep a copy of your application form.