



Useful information

BACKGROUND

WCVA (Wales Council for Voluntary Action) is the national membership body for voluntary organisations in Wales. Our purpose is to enable voluntary organisations in Wales to make a bigger difference together.

In Wales people have always come together voluntarily, not for money or because the law tells them to, but because they want to make a difference.

To find out more about WCVA and our work to support the voluntary sector in Wales please visit our website www.wcva.cymru.

INVESTORS IN PEOPLE (IIP)

WCVA has gained Investors in People recognition. IIP is a national standard which sets a level of good practice for improving an organisations performance through its people. WCVA is committed to meeting the current and on-going training and development for all its employees.

GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

Please read these notes carefully when completing your application form. As part of WCVA's commitment to equality of opportunity, your application form and covering letter is the only information used in deciding your suitability for interview, so please make use of it! You should ensure that you read all the information sent.

Section A groups together an applicant's personal details, including information on an applicant's gender, marital status, age and ethnic origin which will assist WCVA to monitoring the effects of its equal opportunities policy and contribute towards its development.

Section B groups together information which will be used in drawing up a shortlist based on the Person specification for the post, which is enclosed.

Section A will be detached before shortlisting and stored separately. Therefore, the short-listing panel will only have access to the information contained in **Section B**.

Education & training

Include formal and informal education with any qualifications achieved. Include any special skills training, day release and evening courses. We reserve the right to ask you for proof of your qualifications.

Employment history

You should give full details of your employment history, including any unpaid/voluntary work and any periods of unemployment, leaving no gaps.

Our offices

We have office hubs in Abergele, Aberystwyth and Cardiff. Interviews may be held via video call or in person at any one of these offices.

Relevant knowledge, skills & experience

This section of your application form is very important. This is where you make your case for the job. Look at the skills and experience required for the job and provide evidence that you possess them by giving specific examples.

Do not overlook the value of unpaid/voluntary work! Include any relevant skills or experience gained outside full-time work, for example you may organise activities within the community or have considerable domestic responsibilities.

References

One of your references should be your present employer, or, if you are seeking your first job after completing training, your college tutor, school head or teacher. If you have not been employed before or have been out of employment for a considerable period of time, you may wish to give the name of a person who knows you well enough to confirm the information given and comment on your ability to do the job.

References will be taken up after candidates are short-listed. You should indicate whether your referees may be contacted at this stage.

Equal opportunities

WCVA is committed to Equal Opportunities and a monitoring form is contained within the application form.

WCVA wishes to reassure applicants that this form will not be used at any stage of the recruitment process and will be separated from your application form immediately on its receipt. Any information given on this form will remain confidential and only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

What happens next?

We will acknowledge receipt of applications received by email, but not applications received by hand or post. Please enclose a stamped addressed envelope if you require an acknowledgement of receipt.

After the panel has short listed, we will telephone all successful applicants to invite you to the next stage, which is usually an interview. This telephone call will be confirmed via an email.