



Cambridge Women's Resources Centre

Guidance On Completing your Job Application

At the Cambridge Women's Resources Centre, we want your application to be successful. Here are some key ways to make your application the best it can be.

Application form:

- CWRC do not accept standalone CV's.
- Show us your current work or voluntary related experiences and any life experiences.
- We want to see personal attributes reflected against the skills required for the position you're applying for.
- This allows us to initially recognise your suitability for the role.

- We understand not every applicant will have experience in each criteria, so if there are any responsibilities or experiences that you don't have, that's fine, just state you'd need training or support in this area. At CWRC we empower our women in our employment and women accessing the centres.

For each job advert we advertise we also attach a "Job Description" to the advert. Read through this, and use this as a baseline for completing the "Supporting Statement" section of the application form. We find that that relating to a "Job Description" gives us a clearer indication on the applicants applying for the positions than a supporting statement for example. Please refer to the sections and tips below in the "Job Description" to help you complete the "Supporting Statement" of your application.

Key Responsibilities Section:

- Describes the main duties relating to the job advertised for applicants to determine their suitability for the role.

Essential Criteria Section:

- These are the skills we require applicants to have experience in to be successful in the role advertised.
- Describe any experience gained either professionally, on a voluntary basis or in your personal life to each bullet point. Be detailed.

Desirable Criteria Section:

- CWRC determines these skills to be beneficial or an advantage if you have any knowledge within these areas'. Not having experience in these areas doesn't mean you're not suited to the job.
- Describe any experience gained either professionally, on a voluntary basis or in your personal life to each bullet point. Be detailed.

Values Section:

- Think about how your own personal working values fit into our working principles. Think about each one of our values and describe how you would make sure you incorporated these into your work.

If you have any further questions or queries please email info@cwrc.org.uk