



# Advice on completing your application

Please read these notes carefully before completing your application form.

## Introduction

As part of Christian Aid's commitment to equality of opportunity for all, internal and external applicants for every role in Christian Aid are treated in exactly the same way. The generic application form is the sole mechanism we have for making our first selection when deciding whom we wish to invite for an interview. That means that we only consider the information that appears on the application. No assumptions will be made about your abilities, skills, experience, knowledge or qualifications so it is very important that your application gives us the information we need and the information that you want to give us to demonstrate your suitability for the role. This guidance is designed to help you fill in your application form effectively.

## The Role Profile

In some organisations the details of a job are explained through a job description which describes the duties and responsibilities of the job and a person specification which gives details of the skills, abilities and experience required to do the job. In Christian Aid this information is provided in a Role Profile which has two main parts. These are the dimensions of the role (including the knowledge and skills dimensions) and the competencies required for the role at the appropriate level.

## The dimensions of the role

This section of the role profile provides basic information about the job including location, people management responsibilities, budgetary responsibilities and the like; and the key purpose of the role. In addition there are sections that highlight the context of the role and where it fits into the organisation as a whole, the relationships and level of authority the role holds, key knowledge and skill requirements and the other qualifications that are needed.

## The competencies for the role

Christian Aid has a global competency model which describes the six behaviours that Christian Aid staff must demonstrate in their work. The second section of the role profile therefore outlines these core competencies and the levels required for the role.

How does this work in practice? The core competencies are a number of behaviour descriptions that Christian Aid has identified as being common to all roles across the organisation. They are based on our values and the capabilities needed to eradicate poverty as explained in our *Partnership for Change* strategy. Each competency is described in five levels of complexity. Each role is assigned a level which applies to all six competencies. The role profile describes the competencies but applicants may like to familiarise themselves with the full model as they write their application

## General points to bear in mind

- Before you begin to complete your application, please read the original job advertisement again, study the role profile carefully and consult the Christian Aid global core competency framework.
- We also suggest that you focus on any competency-based questions you are asked to answer in your application form and think carefully about what you are going to write about before beginning to complete the form.
- Please remember that there are a number of different sections on the form. Each section must be completed or your application will either not be considered or offer less hope of success. Each completed section is saved, giving you flexibility to return to your application at a later date using your candidate login details.
- Please make sure that you submit your completed application before midnight on the stated closing date as we are unable to consider late applications.

## The Christian Aid application form

As indicated above, the form has a number of different sections and they are each included with a particular purpose in mind. The following explains what Christian Aid is looking for.

**Personal details:** Please ensure that you complete all the personal details required in the form.

**References:** Please provide us with full details of two referees, one of whom should be your most recent employer.

**Present or last post:** Please provide an outline of your responsibilities in your present or last job and then provide details of any previous employment and/or relevant work over the last ten years which you think may indicate your suitability for the role.

**Languages:** Please provide details of your first language and any other language you either write or speak.

**Relevant education & qualifications:** Please use this section to highlight any education or qualifications you hold that you think are particularly relevant to the role you are applying for.

**Demonstrating the core competencies:** Throughout the form we are seeking as much evidence as possible to assess a candidate's suitability for the role. In the spaces provided in this section give examples of how you meet the knowledge, skills and competencies required by the role. The form may ask you to respond to a number of competency-based questions from the advertisement, using the guidelines below:

- Situation** - describe the situation in the example you have chosen. In this way you are providing a context for the next part – your task
- Task** - describe what you had to do
- Actions** - describe the actions that you took to address the situation
- Result** - describe the outcomes of your actions, including what worked well, what you might do differently next time and what you learnt as a result.

In the spaces provided on the application form you will need to explain in your own words, how, when and where you have put these competencies into practice. *You must describe the actions that you took.* Please bear in mind that you must show evidence that you have experience and capability of applying the specific competencies at the level described for the post for which you are applying. It is not enough to show that you have relevant qualifications.

In answering any competency-based questions, our advice is that you do the following:

- Describe a carefully selected example from your previous experience, which gives you plenty of opportunity to express the required activities making up the competency.
- Use situations that help you demonstrate your capability at the level of competency described in the role profile.
- Set the scene and context for your action.
- Be succinct and to the point, preferably using prose rather than just bullet point headings.
- Use your own words.
- Pay close attention to grammar and spelling.
- Describe what you did, thought and felt and why.

- Describe the impact of your actions on others and on the situation.
- Make clear what your responsibilities and objectives were and the resources you used that were relevant to the situation.
- Show that you know why your actions were effective and/or how you could have improved on what you did.
- Describe the outcome(s) or impact of your actions.
- If you describe a scenario where the result was not the intended outcome explain why, what you would do differently and what you learnt from the situation.

### Additional information

We recognise that you may have other examples you wish to include to demonstrate your suitability for the role in addition to those you have used in answering the questions. If that is the case, please use this section to provide any additional evidence that you feel is relevant to what is included in the job advertisement and role profile.

### Your declaration

By completing and submitting your declaration you are indicating that the statements you make on your application are true and complete. Making a false statement on your application may affect your future employment with Christian Aid.

### A final word

Please read the above carefully and follow the advice we offer. In this way you will be certain to provide both the information that Christian Aid requires and the information you want Christian Aid to have so that we may make an informed judgement about your application.

### Diversity monitoring - guidance notes

#### Why monitor?

The most reliable and efficient way of monitoring the effectiveness of our diversity and inclusion policy is to carry out regular analyses of the workforce and job applicants.

Without diversity monitoring, an organisation will never know whether its policy is working. There is a risk that people will just see the policy as paying lip service to diversity and equality. If this happens, the policy could lose credibility and commitment among the staff who have to deliver it, as well as the people who are affected by it. To have a diversity and inclusion policy without diversity monitoring is like aiming for good financial management without keeping financial records

Without monitoring, it would be difficult to establish the nature or extent of any inequality, the areas where action is most needed, and whether measures aimed at reducing inequality are succeeding. Without diversity records it is virtually impossible to know whether or not people are being discriminated against.

### **Confidentiality**

Data provided will be entered onto Christian Aid's HR database and maintained confidentially for the purposes of monitoring and statistical analysis.

### **Diversity monitoring**

Diversity monitoring is the process used to collect, store, and analyse data about people's backgrounds.

We can use diversity monitoring to:

- highlight possible inequalities;
- investigate their underlying causes; and
- remove any unfairness or disadvantage.

In employment, monitoring lets us examine the profile of our workforce and compare this with benchmark data.

It also lets us analyse how our employment practices and procedures may affect different groups.

Diversity monitoring can tell us whether we are offering equality of opportunity and treatment to all groups. We can then concentrate on finding solutions and making appropriate changes, rather than using guesswork or assumptions.

In employment, diversity monitoring can identify barriers that may be preventing us from making use of available talent. It can also help us to avoid potential complaints of discrimination, by making sure that we pick up and tackle any issues at an early stage. The cost of discrimination claims can include money and management time, as well as emotional distress for those involved and potentially wider damage to staff morale.

Finally, diversity monitoring can help to improve our reputation as an employer of choice.

## **Guidance on completing the diversity monitoring section**

### **Ethnic origin/groups**

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic/cultural groups.

### **How would you describe your sexuality?**

As with each question on the diversity monitoring section, there is an option to not disclose this information if you would prefer not to.

### **How would you describe your religion or belief?**

If your religion is not listed on the drop down menu, please select 'other'. There is also an option to select 'no religion' or 'prefer not to say'.

### **Disability**

There are many people who are covered by the Disability Discrimination Act. It is generally in an employee's interests to disclose such information. It is requested that you also provide information you wish to share regarding any disability in the personal details section of your application. This is so we can make any reasonable adjustments at interview stage if requested.

### **Sensitive Personal Data Consent Form**

The information contained in the monitoring form will only be used to assess the effectiveness of the Christian Aid Diversity and Inclusion Policy and to reduce the possibility of discrimination occurring. The information will be stored on a confidential HR database.

If you're interested in a career with us, but do not see a suitable vacancy, please [register for our job alerts](#) to be the first to know when a new job is available. Please also follow us on LinkedIn and Facebook.

If you have any questions please contact us using the following details. Please note we are unable to accept speculative CVs.

### **Europe**

Call: 020 7523 2377

Email: [recruitment@christian-aid.org](mailto:recruitment@christian-aid.org)

### **Africa**

Email: [africarecruitment@christian-aid.org](mailto:africarecruitment@christian-aid.org)

### **Asia & Middle East**

Email: [amerecruitment@christian-aid.org](mailto:amerecruitment@christian-aid.org)

### **Latin America & Caribbean**

Email: [lacrecruitment@christian-aid.org](mailto:lacrecruitment@christian-aid.org)