

Applying for a job with the Commonwealth Parliamentary Association UK Branch (CPA UK)

At CPA UK we want to make sure that every applicant is treated fairly.

The information you provide in your completed form and CV is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your CV and completed form are therefore very important and the following advice is designed to help you set out the required information as effectively as possible.

Writing your CV and completing the form

- Before writing your CV and completed form, thoroughly read the Job Description and Person Specification included in the vacancy details. These documents are provided to give you a clear indication of what the job involves and the skills, experience and competencies required. They will be used by CPA UK in selecting the shortlist of candidates for interview.
- Ensure the information you give us is well organised and relevant.
- Your completed form and CV need to show the **relevant** skills, qualifications, interests and experience you have gained as set out in the **person specification** of the role.
- In your completed form, give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for, I organised). It is not sufficient to just repeat what the person specification states. Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to provide us with as much relevant information as possible - we are unable to guess or make assumptions.
- Do not forget presentation! Check grammar and spelling.
- Please make sure you send your CV and completed form to the email or postal address advertised no later than the closing date and time states. Unfortunately, we are unable to accept applications received after this deadline.
- We will never consider any personal knowledge we have of you, so any information relevant to the application should be included in the written application.

Important Additional Information

- Please let us know if you consider yourself to have a disability and when submitting your application, outline any adjustments you may need, should you be invited for an interview, in an email to cpaukreruitment@parliament.uk
- Please note this post requires security clearance. This means you will be required to provide evidence that you have been resident in the UK for a minimum total of 3 years within the past 5 years.