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 interview. We hope the following helps you set out the required information as effectively as possible.

Do note that the CPA UK carries out **anonymised recruitment** to continue to build a diverse and inclusive workforce. **When applying, both your CV and completed application must be anonymous. Failure to make both documents anonymous will result in your application not being considered.**

Therefore, the personal information (i.e. your name and email address) on your application form and CV will be concealed during the pre-interview selection process and only the names of those who are being invited for interviews will be made known to the panel.

When sending your CV and application form please ensure that you do not put your name and/or email address on either of these documents. Your name and contact details should be sent only in the body of the email. We thank you for your cooperation.

**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. Check grammar and spelling.
* 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. Your answers should reflect the [CPA Values](https://www.uk-cpa.org/opportunities-and-vacancies/) where possible.
* 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.
* Please make sure you send your CV and completed form to the email 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 [cpaukrecruitment@parliament.uk](mailto:cpaukrecruitment@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.

*The CPA UK recruitment processes are underpinned by the Civil Service principles of recruiting by fair and open competition. If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should, in the first instance,*

*Contact* [*cpaukrecruitment@parliament.uk*](mailto:cpaukrecruitment@parliament.uk)