

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

Jan 2022

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

The information you provide in your completed form 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. Therefore, the personal information (i.e. your name and email address) on your application form 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.

Completing your application

- Before writing your 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 needs 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](#) 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 submit your form 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.
- The online form may take some time to complete. To help you gather together the information that you will need, you may preview the application form. To review the entire form use the 'Next' button to see all the questions.

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- You may choose to print or save each page and prepare your application offline on your computer. You may then copy and paste the details into the online form where appropriate.
- When completing the form, start with the first page and proceed through to the second page, using the 'Next' button where necessary.
- When you are satisfied with your application, click the "Submit" button to send us your form. Please note that once you have done this, you may not modify your application except for your personal details.

Do's

- ✓ Do make sure you enter the information as accurately as possible, especially your contact details.
- ✓ Do be open and honest in the answers that you give.
- ✓ Do take your time to fill in all the questions.
- ✓ Do print out your completed application form for your future reference.
- ✓ Do be aware that when completing your application form you should work in a full size window, as this will make the application form easier to read in its original format.

Don'ts

- × Don't spend hours thinking about your responses while connected to the internet. Print the pages and think about your responses offline.
- × Don't submit your application unless you are completely satisfied with it and you have answered all the relevant questions.
- × Don't use your browser's 'Back' and 'Forward' buttons. By using the provided menu links you can navigate to each page of the application form.

Important Additional Information

- You will be required to evidence your right to work in the UK. To apply for this role, you must have lived in the UK for three years out of the past five. This is to comply with nationality checks and parliamentary security eligibility criteria.
- **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.**
- Tax-Free Childcare - Any move to CPA UK from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government

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schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.

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