

# **Candidate Application**

## **Guidance**



**We're committed to recruiting the best people possible to help us with our mission of using human kindness to overcome crisis.**

**Here, you'll find information on the application process to help you apply to become part of our team.**

**The power  
of kindness**



## Our Application Process

Our application is divided into sections. Each section needs to be completed before you can apply.

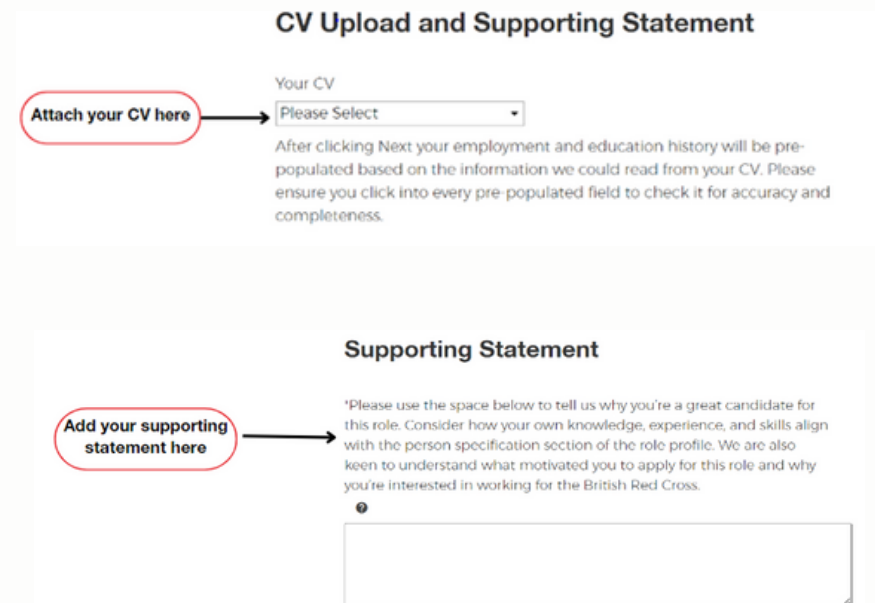
We ensure that everyone is treated equally and fairly, and that decisions on recruitment and selection are based solely on job-related criteria. We operate an anonymised process where personal details including name, age, ethnicity, religion, disability, gender, email address, and contact information, is not shared with the hiring manager until you are invited to interview or assessment.

### Step 1: CV Upload and Supporting Statement

If you have a CV (Curriculum Vitae or Resume) you can upload it to our system. The system will automatically transfer your education and work history into your application. You should check that the information has transferred accurately. If you don't have a CV or prefer not to upload one, you can enter information on your education and work history manually at the next step.

Our hiring managers want to understand more about you and the supporting statement is the best place to tell us why you're a great candidate for this role.

Supporting statements are an important part of our recruitment process. We use your supporting statement to assess your skills, experiences, values, motivation, and suitability for the role quickly, fairly, and objectively.



**CV Upload and Supporting Statement**

Your CV

**Attach your CV here** →

After clicking Next your employment and education history will be pre-populated based on the information we could read from your CV. Please ensure you click into every pre-populated field to check it for accuracy and completeness.

**Supporting Statement**

**Add your supporting statement here** →

\*Please use the space below to tell us why you're a great candidate for this role. Consider how your own knowledge, experience, and skills align with the person specification section of the role profile. We are also keen to understand what motivated you to apply for this role and why you're interested in working for the British Red Cross.



## How to write your Supporting Statement

You should have a thorough read of the advert, Role Profile/Job Description, and any “Additional information” (if attached). Pay particular attention to the selection criteria listed in the person specification. These are the criteria against which applications are assessed. S or ✓ ✓ indicates the criteria that will be assessed at the shortlisting stage to decide which candidates to invite to an interview. Prioritise these criteria in your supporting statement.

## Matching the person specification

Consider how your skills, knowledge and experience meet the selection criteria. We encourage you to apply even if you don’t meet every single selection criteria.

For each selection criteria, tell us about your relevant skills, knowledge and experience. Think of examples that bring to life what you’re saying. Sharing concrete examples shows that you have the experience and skills required for the role.

Prioritise the essential criteria, but your supporting statement will be stronger if you also address the desirable criteria, behaviours and our values. Not all your examples need to be work related, don’t forget you can include examples of lived experiences, volunteering for charities, clubs and/or other groups.

## Example Person Specifications

		Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)		
			S	I	A
Knowledge and Skills	Essential	<ul style="list-style-type: none"> <li>• Computer proficient</li> <li>• Manage workload and prioritise tasks</li> <li>• Communicate in written, verbal and digital mediums.</li> <li>• Maintain high standards of work.</li> </ul>	S		
	Desirable	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• Form strong customer and professional working relationships</li> </ul>	S	I	
		Requirement	Evidence obtained through Shortlisting (S) Interview (I) Assessment (A)		
Knowledge and Skills	Essential ✓✓	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent in Maths and English</li> <li>• Recognised education, training, or facilitation qualification, or equivalent by experience</li> <li>• Coaching and motivation skills</li> <li>• Strong written and oral communication skills</li> </ul>			

### It is more powerful to say:

I regularly communicate with customers in person and on the phone in my role as a customer service officer and adapt my style to match that of my customer.

### Than to say:

‘I have good communication skills’.

## Structure

A clear and logical structure will help your skills and experience stand out. You can use paragraphs to describe how you meet each of the selection criteria. You may be able to group some criteria and address them using a single example.

### Example

As subject lead for Personal, Social, Health and Economic Education (PSHE), I developed and implemented a new curriculum to meet statutory guidance. **The diverse needs, abilities, and experiences of learners, including those from marginalised and vulnerable groups were at the centre of the programme design to ensure the curriculum was fit for purpose** and enabled learners to develop the skills and understanding needed to lead confident, healthy, and independent lives. **I collaborated with a range of stakeholders, including external organisations, such as the PSHE Association, where virtual consultation sessions provided expert guidance on the development of the curriculum.** I led in-person focus group sessions with community-based partners to discover challenges faced within the local community. This collaborative approach ensured that **statutory requirements were met but also that the local and individual needs of learners were addressed in a holistic manner.**

This example shows the candidate's experience in:

**Working in an inclusive way with marginalised and vulnerable groups**

**Working with multiple stakeholders**

**Meeting standards**



**You can use sub-headings to clearly separate your points.**

## **Project Management**

In my role as a Project Assistant with Company X, I maintained project documentation, organised project meetings and monitored project timelines and deliverables. I completed in-house training to develop my Project Management knowledge and am keen to develop my skills further in this area through mentoring or a professional qualification.

## **MS Office**

I use MS Office to communicate with colleagues (MS Teams and Outlook), file project documents (SharePoint) and create spreadsheets to plan and track project progress. I regularly train new colleagues in the use of these systems.

The supporting statement is the place to explain why you want to work for the British Red Cross. We love to see your passion and enthusiasm for the role and organisation.

The supporting statement has a maximum word limit (900 words); you don't need to use the full word count but ensure you respond to all selection criteria.

It can be helpful to get a friend to read your supporting statement to make sure it's easy to follow.





# Key points to remember

- ✓ There is a 900-word limit, you don't have to use all 900 words but ensure you respond to all selection criteria.
- ✓ Remember that you bring something unique, so try and ensure this comes through in your application.
- ✓ Set your supporting statement out clearly
- ✓ Address each criteria (group them within an example if appropriate)
- ✓ We are not able to access links to portfolios of work, so please ensure that you complete the supporting statement in as much detail as possible.
- ✓ Focus on what YOU did rather than what your team did (use I)
- ✓ Link to our values where possible.
- ✓ Don't meet all the requirements? Highlight your potential, transferable skills and willingness to learn.
- ✓ Check your spelling and grammar before submitting your supporting statement.
- ✓ Ask a friend to give you feedback on your statement



**We wish you every success with your application**