

Essential information and conditions

All posts

The application form gives you separate sections to fill in your employment history, relevant skills and supporting statement. If you have printed the form off this website, and are unable to fit all the information in the space provided, you should attach separate sheets. Please don't attach more than 2 sides of A4. Applications will only be accepted if on Christian Aid's standard application (available on this website). CVs will not be accepted.

If you would like acknowledgement that your application has arrived, please enclose a stamped self-addressed postcard. We will attempt to contact shortlisted candidates by telephone and letter or e-mail.

If you have not heard from us within two weeks of the closing date you should presume that you have not been shortlisted. We will attempt to contact shortlisted candidates by telephone and letter or e-mail.

Posts based in UK and Republic of Ireland

As these posts are UK-based, non-EC nationals will require current and valid permission to work in the UK, as the Department of Employment will only issue work permits in exceptional circumstances and for limited periods only.

We are unable to apply for work permits until all EEA options have been eliminated. It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to engage you if you cannot produce, when requested, evidence of your eligibility to work in the UK. These documents include a document which contains your National Insurance Number or evidence in your passport that states that you have the right of abode or other travel documents endorsed to show that you have current leave to enter or remain in the UK and you are not precluded from taking the employment or a Home Office letter stating this.

Posts based outside the UK and Republic of Ireland

For posts based outside the UK and Ireland, applicants may require the right to work in specific countries to comply with immigration laws. Details will be specified in the advert.