

The following notes are designed to assist you in completing the application form and to provide information on the rationale behind certain questions.

### 2. REFERENCES

#### Professional

Ideally, this would be your current or most recent employer who can comment on your suitability for this post. If you are known by a different name, please also state this. If you have recently taken a career break or have been studying and your most recent employment was over a year ago, please choose a personal referee who can comment on your character and ways of working in the past year.

#### Christian / Personal (Also see notes below under 7. CHRISTIAN BELIEF/AFFILIATION )

For roles that are assessed to be promoting the organisation's Christian ethos and enabling people to experience, explore and express the faith-based motivation of its work, post-holders will be required to demonstrate an active personal commitment to the Christian faith, be in agreement with and fully able to respect, uphold and commit to work within Compassion's Christian faith-based ethos, faith statements and values. The referee would need to be your minister/church leader when available, otherwise, a senior member of your church or fellowship

For all other roles, post-holders are expected to respect, uphold and commit to work within Compassion's Christian faith-based ethos, faith statements and values. For these roles we welcome people of all faiths and none. The referee in this case would need to be able to comment on your ability to respect, uphold and work within Compassion UK's Christian faith based ethos, faith statements and values.

### 3. ADDITIONAL INFORMATION

#### Personal Contacts or Relatives within the Organisation

The household members, close relatives or other connected parties of employees of Compassion UK will not be excluded from working for the organisation. However, we ask this question to enable us to consider conflicts of interest and make any relevant adjustments during the recruitment process. In addition, where an appointment decision could be biased due to a conflict of interest for the key decision maker, or due to posts held by other connected parties already appointed, the decision will be subject to an objective third-party review.

#### Nationality

To enable us to comply with our obligations under the Immigration, Asylum & Nationality Act 2006 we cannot consider applicants who do not presently have permission to work in the United Kingdom. If you hold a work permit or other working visa please give the details, along with the period of validity. Should you be invited for interview you will be asked to provide proof of your right to work in the United Kingdom before the interview can commence.

#### Driving Licence

Please refer to the Job Profile to determine the requirement for a driving licence for the position for which you are applying and delete as appropriate, giving details of endorsements only if driving licence is required for the position and you will be required to show evidence of your driving licence should you be invited for interview.

#### Equal Opportunities Monitoring Form

Compassion UK recognises that people from different backgrounds can bring fresh ideas and skills. It values diversity and welcomes interest from all sections of the community. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form. The information you give on this form does not form part of the selection procedure. The form will be separated from your other application papers on receipt and is only used to help us monitor effectively.

#### Declaration / Data Protection

Personal data obtained from applicants during the recruitment process will be held securely by Compassion UK. The information provided will be used solely for the purposes of selection for the post advertised with the exception of those applicants wishing to be considered for future vacancies. Other than for the successful applicant, no personal data provided in the course of the application will be retained beyond six months from the date from which applicants are informed of the outcome of their application. This does not apply to data stored and processed as part of Compassion UK's monitoring of equal opportunities

### 7. CHRISTIAN BELIEF/AFFILIATION

Compassion UK is “committed to acknowledging and glorifying Jesus Christ in all we do. This commitment includes employing staff and electing directors who share our values and statement of faith, working in a Biblical manner, declaring the open profession of our faith in our promotional materials, and encouraging regular times of praise and worship, prayer and Bible study”. To promote the organisation’s Christian ethos and enable people to experience, explore and express the faith-based motivation of its work, it is important that certain posts are filled by committed Christians. It is expected that all candidates for posts to be held by Christians will be able to demonstrate: a personal belief that Jesus Christ is Lord and Saviour; the ability to contribute to the spiritual life of Compassion UK by prayer, encouragement and exposition and an active involvement in worship and community in an evangelical Christian church.

For all other posts we welcome candidates of all faiths and none and applicants will not be required to complete this section. However, you will be required to respect, uphold and commit to working within Compassion UK’s Christian ethos, faith statements and values of integrity, excellence, stewardship and dignity.