



Guidance for completing your application

We're delighted that you're considering applying for a role with us.

To help you to complete your application we want to share some useful information to guide you through our recruitment process.





Useful tips...

- We'll ask you to upload a CV and covering letter to complete your application
- Review the essential criteria and requirements of the role using the advert and job description. Your application will be assessed on how well you demonstrate you align with our values as well as having the relevant qualifications, skills, experience and knowledge we're looking for.
- Within your CV and covering letter try to provide examples of your personal qualities and achievements. These can be work-related, non-work related, or voluntary work experience(s).
- Always remember to specify your own responsibilities rather than those of your team or department.

Completing your application

Need further support?

If you've any difficulty in completing your application and/or if you'd like to discuss applying in a different way, please contact the People Team via email People.Support@ccha.org.uk.