



## AMNESTY INTERNATIONAL UK

# APPLICATION GUIDANCE

We are delighted that you are considering a role with us and welcome applications from all. The guidance below is intended to help you write a great application.

### The advertisement

Please note the closing date and time, and any other key information. For example, some advertisements state that applications may close early if very many people apply. So start work on your application as soon as possible: don't miss the opportunity for what could be your next great role!

### The job description

Read the job description thoroughly and if anything is unclear, please contact us: [recruitment@amnesty.org.uk](mailto:recruitment@amnesty.org.uk).

The job description includes:

- 1.** An overview of the team, role and list of duties. This should help you decide if the role is for you.
- 2. What we're looking for.** This section shows you the criteria we use to assess applications and applicants' replies to interview questions. Each role has essential and desirable criteria.
- 3. AIUK commitments.** This section shows you what we expect of all our employees. We are looking for people who share our values, so we are likely to ask about this in your interview.

### Adjustments to the recruitment process

If any aspect of our recruitment process needs adjustment for you to be at your best in the interview, please contact [recruitment@amnesty.org.uk](mailto:recruitment@amnesty.org.uk). Further information on possible adjustments can be found [here](#).





### The application form

The headings of each page of the application form provide guidance on how to respond.

Your answers on the **Employment / voluntary history** page will tell us how your experience is relevant to the role you are applying for.

The **Supporting information** section asks you for examples of how you meet the criteria in the job description (**What we're looking for**). We recommend listing each criterion and writing a couple of sentences that explain how your experience meets it. The experience could be in paid work, volunteering or hobbies. For example, if we are looking for 'Excellent presentation skills', a reply could be:

#### Presentation Skills

In my current role I regularly deliver presentations about the progress of projects. However, I have also presented to larger groups during awards evenings as part of an out of work hobby. Through these I've learnt how important it is to rehearse and adapt content to be most relevant to the audience for the presentation to go smoothly.

It may be tempting to list all your achievements, but a considered and concise response is all we need.

### STAR method

Where the application form asks an open question, you could structure your response using the STAR method. It can ensure your answers are clear, concise and demonstrate clearly what your role was in a specific example.

**Situation** Explain the context and relevant information

**Task** What specific activities were you involved in

**Action** How did the situation evolve and what did you do

**Result** What was the outcome? What did you learn? What was implemented as a result?





## Frequently Asked Questions

### **Can I apply for more than one job at the same time?**

Yes, please apply for any role you are interested in!

### **Will I receive feedback on my application?**

Unfortunately, because of the volume of applications we cannot provide feedback at application stage.

### **When should I disclose my disability?**

You can disclose a disability, or any support you may need, at any stage of the process. We provide adjustments wherever possible in the recruitment process, and for colleagues starting a role. Details of why our application form asks about disability and some common adjustments are listed [here](#).