

How to use the online form to apply for a job with Oxfam GB

First, find an open position that you feel you may be suited for. All positions for which we are currently recruiting are advertised on our website. You should be able to find any jobs there which have been recently advertised in other media. Once you have found the position you should apply using our online form.

Please note that we are unable to accept speculative CVs

(Occasionally a recruitment advert may ask that you send a paper application or apply via email, in these circumstances you should follow the instructions on the advert to apply.)

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Screening questions

Having clicked '**Click here to apply for this job**' on the job description page, you may be asked some short questions. To proceed to the next screen you will need to answer each question either "yes" or "no". These are 'screening questions' designed to save your time by indicating your suitability for a role as early on in the process as possible.

The Log in Screen

If you successfully answer the screening questions, (or if there are no screening questions for the position you are applying for) you will be taken to a screen entitled 'Your Application'. Please take a moment to read the introductory text on that screen. Now you are ready to log in.

If this is your first application to Oxfam GB

- Please select **I have not previously applied** – “Apply Now”.

and Password fields with the data created last time, and then click on details and submit a new application

I have not previously applied
» [Apply Now](#)

I have applied to Oxfam GB before

Email Address

Password

Please select **I have not previously applied** – “Apply Now”

You will then be asked to enter your name, email address, and create a password; by doing this you are creating a job account with Oxfam GB. This will make your future applications faster to complete.

Why we ask for a personal email address

This is our recommendation for your own confidentiality, as it is often possible for employers to read emails sent from their own email system. It is not a requirement on our part

If this is not your first application to Oxfam GB:

Please type in your email address and password under **I have applied to Oxfam GB before (for any job)** and click **Log In**.

and Password fields with the data created last time, and then click on details and submit a new application

I have not previously applied
» [Apply Now](#)

I have applied to Oxfam GB before

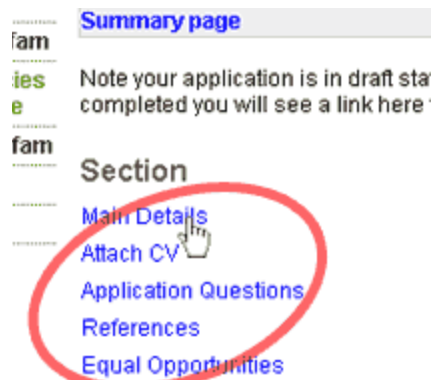
Email Address

Password

Please type in your email address and password and click Log in.

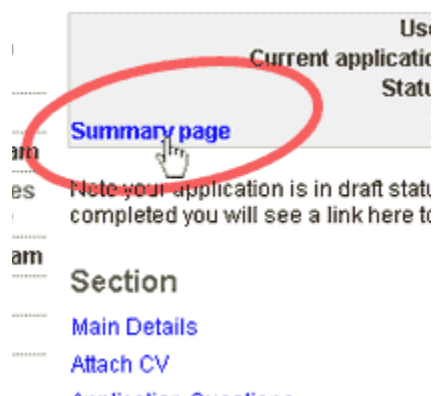
Summary page

You will now be taken to a summary page, which shows there are five sections to complete before your application will be processed: "Main Details", "Attach CV", "Application Questions", "References" and "Equal Opportunities".



There are five sections to complete before your application will be processed.

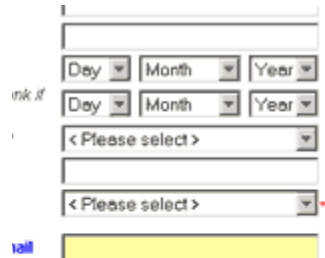
You can navigate to each section by clicking the section name on the summary page. You can return to the summary page by clicking the link in the grey box at the top of every section.



You can return to the summary page by clicking the link in the grey box at the top of every section.

The five sections of the form

Each time you complete a section please tick the box marked “**tick here to mark this section as complete**”, and click the button marked **save details**. Once this is done a tick will appear next to the relevant section as it is listed on the summary page.



A screenshot of a form section. It contains several input fields: a text box at the top, followed by two rows of date pickers (Day, Month, Year), and two dropdown menus with the text "< Please select >". A yellow bar is visible at the bottom of the form section.

you have completed this section.



Each time you complete a section please tick the box marked “tick here to mark this section as complete”.

You can also save a section at any time without marking it as complete. To do this, click the button at the bottom of the page marked **save details**. This is useful in case your internet connection fails and you need to go back to your application. See [Returning to complete an application](#).

Available From
Available To (Humanitarian) *Leave this field blank if you have no planned future commitments*
Have you ever previously worked for Oxfam GB?
Notice period
Where did you hear about this vacancy?
If you were referred to this position by an Oxfam employee then please enter their full **Oxfam email address**.

Please tick the box to confirm that you

Save details

You can also save a section at any time without marking it as complete.

*Please note that certain asterisked fields are mandatory and you will not be able to click **save details** until you have filled in these fields.*

Main Details

Potentially confusing fields explained

Title

- Titles are such designations as Mr, Mrs, Miss, Ms, Dr, Prof., etc.

'Address1' and 'Address2'

- These mean the first line of your address and the second line of your address.

Salary Details

- Please ensure that you quote your current salary in terms of Gross Pounds Sterling.

Attaching your CV

Where to find the Oxfam GB CV Template

There are various links through the application process to the CV template, but if they do not work, you can download the form here: [CV Template\(English\)](#)

It is not compulsory that you use the Oxfam GB CV template

It is not compulsory that you use it, and you may use your own CV if you prefer.

Skills and competencies

Our CV template contains a field entitled 'Achievements, Personal Qualities and Skills' it further states: "Please use this section to indicate how far you meet each of the competencies required for the post. List experience, achievements, knowledge, personal qualities and skills which you feel are relevant, against each competency. You may include paid and unpaid work, work within the home and leisure interests."

If you do not use our template, please make sure that you either answer this question in the application questions space, OR that you add such a section to your own CV for this information (you do not need to do both).

Acceptable CV formats

Our form will accept your CV in any format. However, Oxfam GB computers only have the ability to read files of the following types, so you should upload your CV in one of these formats:

.doc (Microsoft Office Word documents)

.pdf (Adobe Acrobat documents)

.rtf (Rich text format)

.txt (Plain text format)

Attaching a covering letter or other document

We do not require that you submit a covering letter, but if you wish to do so, you can upload one in the same way as you upload your CV. Please do **not** email us a separate covering letter.

Please do not email us your CV

You should initially upload your CV as part of an application for a specific position. Once you have done so, you can update your CV and other details at any point. However, please note that at present, we will only be able to look at your CV if you are applying for a post.

References

Oxfam GB will normally take up references prior to offering you a position; all offers are conditional based upon successful references and in some cases medical reports. Therefore it is essential that you fill in this section.

Equal Opportunities

Criminal Records

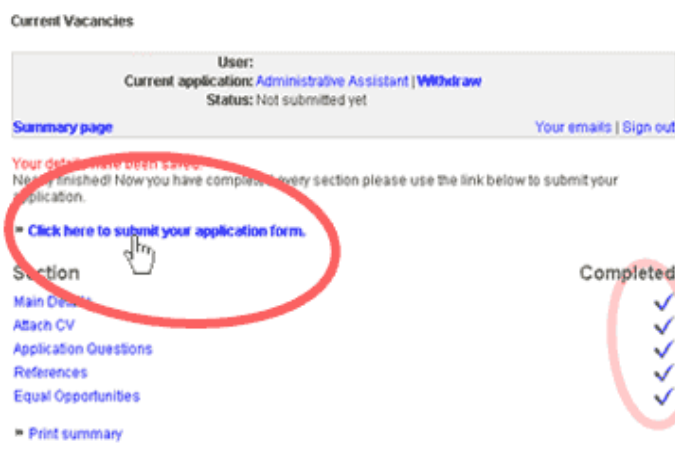
- We encourage you to complete our Equal Opportunities Monitoring form. This will be used in order to implement and monitor our commitment to Equal Opportunities and Diversity and to encourage diversity within our organisation. The information gathered will not be used in the application process, and those involved with the recruitment will not have access to your personal information.
 - Our commitment to equality applies to everything we do. Externally, it is at the heart of our work on poverty and relationships we build. Internally, the values of equality are at the heart of how we accept, respect and value people with diverse identities and backgrounds.
 - We see diversity as a description of the visible and invisible differences that exist between people, such as, gender, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status. We recognise that these visible and non-visible differences between people can also lead to differences in experiences, values, attitudes, ways of thinking, behaving, communicating and working.
 - We value diversity by having a varied range of people involved in the organisation. We utilise the differences that people bring with them (i.e. varied perspectives, experiences and approaches) as a resource in our ways of working. For more information on our diversity strategy go to: [Diversity FAQ](#)
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Application Questions

This section will often include a question asking you to 'summarise how far you meet each of the competencies required for the post'. If you wish, you may do that in your [CV](#) or [covering letter](#), and answer the question here by simply referring the recruiter to the relevant uploaded document.

Submitting your application

When all five sections [“Main Details”](#), [“Attach CV”](#), [“Application Questions”](#), [“References”](#) and [“Equal Opportunities”](#), are complete and ticked a link saying **Click here to submit your application form** will appear.



When all five sections are complete and ticked a link saying **Click here to submit your application form** will appear.

*Please note that certain asterisked fields are mandatory and you will not be able to click **save details** and tick sections as complete until you have filled in these fields.*

Emails stating your application is incomplete

Because your application must be completed and submitted within fourteen days of you beginning the process – failure to do so will result in the automatic withdrawal of your application to the status ‘application incomplete’.

You will receive an automated email telling you when this has happened.

We also send automated reminder emails leading up to the end of the 14 day period.

Please ignore any emails that you receive stating that you have an ‘incomplete application’, if you have already submitted your application, and received confirmation that your application is complete. In this situation, the ‘incomplete application’ email is a reminder that was sent out before you completed your application, but which was delayed in reaching you.

Returning to complete an application

If you stop log off before completing an application, either intentionally or due to a lost connection, you can follow these steps to complete and submit your application:

- Go to our website: <http://www.oxfam.org.uk/jobs>
- Click on "current vacancies and apply online"



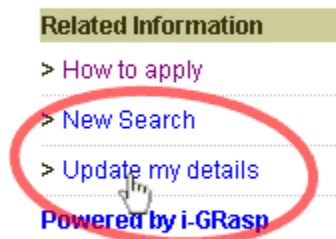
Click on 'Current vacancies and Apply online' to link to the job search page.

Click on "update my details" - log in with your email address and password.

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Click on "update my details" - log in with your email address and password.

You can now carry on with your application as described [above](#)

What to do if your application status says 'Never Confirmed'

All applications must be completed within 14 days of beginning them. If you do not, the status will automatically be changed to 'Never Confirmed'. If this happens to you before the deadline, you may contact us, and we will return the status to incomplete on your behalf.

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