

TIPS FOR COMPLETING A STRONG APPLICATION

This application is our first impression of you. It should make us want to meet you to find out more and give you an opportunity to demonstrate your skills. Don't be afraid to sell yourself. Show us your passion for the role and let your personality shine.

Before starting to write your application and CV take some time to prepare, as this will make the task much easier.

You could...

- Gather all the information you'll need, including details of your academic achievements and employment history
- Read the job description and person specification fully, to ensure the role suits your skills, experience and qualities.
- Read the how to apply section carefully to ensure that you submit a full application and know when the deadline is.

When writing your application, we suggest...

- Typing your answers into a Word document, before copying and pasting them into the application form
- Focusing on answering the questions in full. Try to keep your response specific and concise. Avoid waffling or being too vague.
- Clearly stating how your skills, experience and qualities meet the requirements of the person specification
- Illustrate the skills and experience you have by providing examples from previous work placements.
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Once you are happy with your application answers we suggest...

- Double check your grammar and spelling. Make sure you write in full sentences.
- Checking you have not exceeded the word count; it is there for a reason.
- Asking somebody else to read through your application. A second pair of eyes will help pick out errors that you may not have spotted.
- When you copy your answers over from a word document, double-check your formatting as things easily move or change.
- Finally, once you have submitted your application, make sure you email a copy of your CV separately to rachel@spitalfieldscityfarm.org.

GOOD LUCK!