



## Application Guidelines

Dear applicant,

Thank you for your interest in the Intern role and being part of the Young Roots team.

We understand that applications can sometimes be daunting and tiring so we appreciate the time you're taking to apply. We have produced the guidelines below on what we would like to see in your application.

### **Please complete the application form fully.**

As it says in the advert, we do not accept CVs.

Please include all relevant work and volunteer experience in the appropriate section of the application form. Please do this by filling in the table instead of just pasting your CV in this section.

If you send your CV, we will not consider it as part of your application so all the wonderful things you've done and want us to know about *must* be included in the form.

### **Explain any gaps in your work experience**

This could be because you were moving city, went travelling, had a baby, were looking for work, or any number of other reasons. That's ok, but please include this in the relevant box on the form.

### **Personal statement**

This is a hugely important part of the application, if not *the most* important.

- We want to see how you meet *all the essential* person specifications and any of the desirable ones. A great way to show us this is by addressing each one in turn.

- Don't just say that you have a particular skill, piece of knowledge or experience - *show us how you have gained this*, for example, through what role, specific task and/or training.

We want to see that *how* you've gained these experiences - i.e. your previous job and volunteer roles, and what you've actually done in these roles - is relevant to the job description