



## Application Guidelines

Dear applicant,

Thank you for your interest in 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 submit a full CV

Please include all relevant work and volunteer experience as part of your CV.

### 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.

### Covering email

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

- We want to see how you meet *the role criteria*. 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