

Bikes for Refugees (Scotland)

GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully, as well as the Job Description and Person Specification, before completing and submitting your CV and Covering Letter.

- All documents should not be hand written and typed only.
- Applications received after the closing date / time will not be considered.
- Please provide details of all your work experience, salary and account for all time since you left school, college or university, explaining any gaps in your employment history and reasons for leaving employment.
- We decide who to interview by assessing the information you have provided on your application against the criteria stated in the Person Specification. It is therefore important for you to evidence and explain how you meet the knowledge, skills and experience outlined in the person specification. It is not enough to say that you have experience, you need to give examples and describe what you have learned from your experience that will help you in this role. Your covering letter and CV is your opportunity to demonstrate how you meet the essential requirements and why you think you are the best person for the job. If you do not meet the 'essential' requirements you are unlikely to be shortlisted for the post.
- Your covering letter should not be any longer than two A4 pages.
- Shortlisting for advertised posts is generally done during the week following the closing date. If you have not been invited for interview within 2 weeks of the closing date, please assume that you have been unsuccessful.
- In order to keep administrative costs as low as possible, individual applications are not acknowledged. However, if you require acknowledgement you can request this via email.
- The CV and Covering Letter should be sent as separate PDF documents & saved in your name i.e. 'CV Josephine Bloggs' / 'Letter Josephine Bloggs'
- Please return your CV and Letter by the deadline stated to:
admin@bikesforrefugees.scot