Close the Gap

Guidelines for completing an application form

Please read the job description and person specification carefully before applying for the role. Only candidates who demonstrate that they meet the essential criteria will be considered for interview.

Applications must be submitted using the online application form on the Close the Gap website. Please do not send CVs or cover letters as these will not be considered.

Please read all the questions before starting to complete your application. You can save your application at any time and return to it later.

We recommend using each essential (and desirable where applicable) criterion as a sub-heading in your application so you can clearly demonstrate how your knowledge, skills and experience apply to each one.

Your application will be scored by how well you demonstrate that you meet the criteria for the post so it's important that you include examples and provide information on how you have gained and used your skills and experience. Please do not simply state that you have a particular skill. Your examples can be from paid or unpaid work. You may wish to refer to work outside employment such as studying, training, social activities, organising sports, community or voluntary work.

If you require the application form in another format to meet access needs, please contact us at info@closethegap.org.uk.

If you would like to discuss the role, please contact Anna Ritchie Allan, Executive Director, at aritchieallan@closethegap.org.uk.

If you have any questions about the recruitment process or the online application, you can contact us on info@closethegap.org.uk. The recruitment panel will not know that you have done this.

Close the Gap (SCIO) (known as Close the Gap) is a Scottish charity, no SC046842.