



STUDENTS
ORGANISING FOR
SUSTAINABILITY
UNITED KINGDOM

Guidance: How to complete your application

- ✓ Please complete the online application and supporting statement using the Applicant Tracking System (ATS).
- ✓ Take time to prepare, make sure you have all relevant information needed to complete the online application i.e. academic achievements, employment history, any training/personal development which is relevant to the job you are applying for.
- ✓ You are required to complete all essential fields on the online application form - incomplete applications forms will not be accepted by the system.
- ✓ Your supporting statement should demonstrate how you meet the essential (and where possible desirable) criteria from the person specification.
- ✓ The person specification for the role forms the basis for our shortlisting. Make your most relevant experience, knowledge and skills prominent to assist us in understanding your suitability.
- ✓ When adding your qualification/experience information you should arrange this in date order, starting with the most current one.
- ✓ Do showcase your abilities and skills - you should use examples from previous experience from paid or voluntary employment.
- ✓ Keep your answers concise and relevant- concentrate on the quality of your achievements, not the quantity.
- ✓ Before submitting your application read through your application, you could also ask others to read over.
- ✓ At the end of the application, you will be asked to complete a diversity section this is used solely for monitoring our commitment to Equality and Diversity and is not visible to the shortlisting panel.
- ✓ Applications are anonymised before being made available to the shortlisting panel.
- ✓ Disability Confident Employer- we are committed to making reasonable adjustments at each stage of the recruitment and selection process. We also offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme. To progress to interview your application must demonstrate that you meet the essential criteria for the role as outlined in the role profile. If you are unable to complete our online application due to accessibility reasons please email recruitment@nus.org.uk to discuss alternative application methods.
- ✓ NUS Charity Vacancies only- we are taking positive action to address an under-representation of Black Asian and Minority Ethnic (BAME) employees within our workforce. We offer BAME applicants the option of requesting that their application is considered under the terms of our BAME Guaranteed Interview Scheme. To progress to interview your application must demonstrate that you meet the essential criteria for the role as outlined in the role profile.