



TIPS FOR YOUR APPLICATION TO A4S

We're really pleased that you're considering applying to a role at A4S. Below are a few tips that might be helpful if you haven't had much experience of making job applications, or if it's something you haven't done for a while.

APPLYING TO THE ROLE

1. Please upload both a CV and a cover letter. We need to receive both to consider your application. We're happy for documents to be in either Word or pdf format.
2. In your CV, don't just describe what you've done, tell us about what you achieved and your impact. It will help us to understand what you could bring to A4S if you join us.
3. In your cover letter, tell us about why you're applying to the role and to A4S as an organization. It really helps us to understand your motivations. If there's something you want us to know about you that isn't captured by your CV you can also tell us that in your cover letter.
4. Unless we have indicated that we can consider sponsoring a visa, applicants must have the right to work in the UK – or, if we have specified the role is to be based elsewhere, applicants must have the right to work in that country or region. For permanent roles in the UK we will consider applicants with Graduate or HPI visas that have at least 18 months remaining. For fixed term roles, such as 1-year internships, remaining time on the visa must be the same as or longer than the employment term.
5. We're going to be assessing your application in relation to the employee specification for the role you've applied to. Take time to think about how your CV and cover letter demonstrate that you have the types of skills, experience and knowledge we need. Every job has its own requirements, so every application you make should be tailored to that particular role.
6. We hope to get lots of applications, which means we'll be doing lots of reading. We really appreciate it when CVs and cover letters are clearly laid out and easy to read.
7. We prefer it if you don't include a photograph with your CV – we'll be assessing your application based on the knowledge, skills and experience you show us.
8. Before you upload your document, make sure to spell check them and proof read them for errors that a spell checker won't pick up. Accuracy and attention to detail are important in all our roles at A4S, so it's something we pay attention to.
9. Finally, please include your name in the file name of your documents when you upload them – we need to know who they belong to!



IF YOU'RE INVITED TO INTERVIEW

1. We'll probably ask you to complete a short exercise and send it to us about 24 hours before your interview. We'll send you details when we set up the interview with you.
2. If you require any reasonable adjustments to the interview process, please let us now when we contact you to set up the interview time.
3. We'll try to make the interview as relaxed as possible. We'll ask you questions about why you would like the role, and ones that help us understand your skills and experience. To prepare for this, remind yourself what is in the employee specification for the role, and think about what examples you have that show how you meet those needs. The [STAR framework](#) can be a really useful approach to use. We also recommend taking another look at the A4S website, so you're familiar with what we've been doing and our latest news.
4. The interview is a chance for you to understand more about the role and A4S, as well as a chance for us to understand more about you. Think about any questions you have for us that will help you decide if this is the right job for you.
5. We're doing most of our interviews online using Teams or Zoom – we'll send you a link. It's a good idea to test your technology out in advance to check it's working. If you have trouble connecting on the day, or problems during the interview, just let us know.
6. If the role is London-based, you are welcome to undertake your interview in person at our office – we will discuss this option with you if it applies. In accordance with our policy, please discuss travel expenses with us before booking or undertaking travel to our address.

Any questions? Contact us: hr@a4s.org.