

Application Guidance

At Reaching Higher we want to provide those who are interested in working with us the best possible chance to submit a successful application.

We understand that applying for jobs can be nerve-racking and overwhelming at times. We also recognise that imposter syndrome can sometimes get the better of us! However, we want all potential candidates to feel supported throughout their application process and have created ten top tips for you to consider before applying.

1. Take your time! When applications are rushed and not personalised it can give the impression candidates are not interested in the role they are applying for.
2. Read the job description carefully and make sure you have a strong understanding of the job you are applying for so you can link this to your answers.
3. Do your best to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. Maximise this by using real experiences from your paid and or voluntary experience.
4. Sell yourself! You are unique and have a lot to offer and it is important that you make this known through your application.
5. It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application, including examples of voluntary or unpaid work experience.
6. Do not forget to double check and proof-read your application (or even better, ask someone else to) and check for any errors before returning it to us.
7. Before submitting your form, it's a good idea to take a copy for your own reference in case you need to resend anything.
8. Allow plenty of time to submit your form before the deadline, as late applications will not be considered.
9. If you are having problems submitting your application, please get in touch by emailing info@reachinghigher.org.uk
10. Lastly and most importantly, be yourself! At Reaching Higher we value each individual and care about 'the person' before 'the job role'. We want to get to know you and support you in becoming an amazing member of our team!