

Please read these tips before you complete the application form

Top Tips

When applying for a job with RHA, make sure you follow the top tips listed below. This will help you stand the best possible chance of getting an interview.

- Read through the job description first. This tells you what day-to-day tasks are involved, so you can decide whether the job sounds right for you.
- Then read through the person specification. This is a list of skills, experience and characteristics that you would need to do the job. Any items listed as 'essential' are very important to the job, so you will need to prove on your application form that you have the right skills or experience. Items listed as 'desirable' are a bonus if you have them, but aren't crucial to the job.
- Think about your past experience and the unique skills that you have built up as a result. This might not be work experience - volunteering, study trips, are relevant too. So consider how your background has helped you to get extra skills suited to the job you want.
- Read through the job application form. Make notes on some scrap paper as you go along, that you can use as a prompt later.
- Complete the RHA job application form in full – preferably online or in writing if necessary. Please do not send a cv as it will not suffice for all or any part of the form.
- Don't leave any gaps on the form. If you get to interview stage, you are likely to get asked questions. (Even worse, you could miss out on an interview if you don't mention relevant experience to the job.)
- Always check your spelling, grammar and presentation on the application form before sending it through. Your application form is a chance to prove that you are careful, neat and well presented.
- If invited to interview, set some time aside to get yourself prepared. Remind yourself why you're interested in the job and what skills you have to offer. It can also be useful to check all the job details again and make a note of questions you would like to ask at the interview.
- At interview, answer any questions as fully as you can and describe how your experience suits the job advertised. The interviewers will usually be seeing a few people, so this will act as an aid to remembering details on your form.
Good luck with your application...