

Application Guidelines

Making your application

It is important that your application is customised for the specific job you are applying for. Your application should include a CV and brief cover note.

Cover note

Your online cover note is your chance to promote yourself and state why you are the right person for the job. Explain your motivation for applying and how your skills and qualifications match the job requirements. The cover note should not be too long, so it is important that you are precise and to the point. Remember to check for spelling errors.

CV

Your CV should be a clear and include a brief overview of your education, experience, professional and personal qualifications and any other information you consider relevant for the job. Make sure your CV is up to date, explaining any gaps in employment. Ideally it should fit 2 A4 pages.

Supporting Documents

You do not need to enclose letters of recommendation or a list of references but we suggest you bring them to interview. If a qualification (degree/diploma/PhD etc.) is a requirement of the role, please bring all relevant certificates with you to the job interview.