

Applying for a voluntary role with STAR (Student Action for Refugees)

GUIDANCE FOR APPLICANTS

This guidance is to help you make an application for a voluntary role with STAR.

1. Before making your application

Think - Is it the right role for me?

Look at the role description. The role description describes what tasks you will be expected to fulfil. Does it sound like an interesting role that you will enjoy and find challenging and stimulating?

Think - Am I the right person for the role?

Look at the person specification. The person specification will include essential and desirable characteristics. This will tell you what we are looking for in a successful applicant. Do your skills, experience and personal characteristics match those described?

2. Making your application

It is important to:

- Prepare
- Ensure you understand and follow each instruction fully
- Write clearly or type your application so that the form can be read easily.
- When you use continuation sheets (if you run out of space in one section) make sure they are labelled clearly with your name and the role you are applying for.

Completing the application form

We can only judge you by what you tell us on the form. We cannot assume anything about your skills or experience so it is important that you make them clear to us and give examples where necessary.

i. Contact information

Personal details will not be used when assessing your application.

If you are likely to move in the near future please inform STAR of your new address or use an address where you will be contactable.

ii. Education

Include your education from the UK and abroad. If you are listing qualifications gained outside the UK please give the equivalent UK level if you know it. Include courses that you are taking at the moment or are awaiting results.

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iii. Voluntary and work experience

Start with your most recent role. Voluntary experience is valuable and will be considered with equal weight as paid employment. Be brief. You can expand on the information you give here in the personal statement section.

iv. Personal statement

The personal statement is the most important part of your application and your opportunity to demonstrate why you are the best person for the role.

Demonstrate in this section how you meet each point on the person specification. It is useful to give examples to demonstrate how you meet each point. You can use examples from education, personal life, work or volunteering, from the UK or abroad. When using examples of work in a group or team be careful to explain *your* contribution or role.

However you choose to structure this section ensure you address each point in the person specification.

3. Sending your application

- Read it through to check you have completed everything accurately.
- Keep a copy - then if you are invited to an interview you can revise what you wrote.
- Ensure your application will reach the office before the deadline.
- Ensure you send your application to the correct address.

4. After application

How we process applications and make decisions

When we select who to invite for interview we identify candidates based on how they meet the person specification.

Feedback

Unfortunately we do not have the capacity to give feedback to unsuccessful applicants but we are happy to give feedback to interview candidates who request it.

Finally, GOOD LUCK!

If you would like further information on please contact Emily at STAR volunteering@star-network.org.uk or tel: 020 7729 8880 ext. 206