FAQs – CVs, APPLICATION FORMS & COVER LETTERS

I had to take time out from my studies because of an illness/disability. How do I explain a gap in my education?
You can either provide a short explanation on your cover letter, CV or on the application form under the 'Mitigating Circumstances' or 'Additional Information' sections.

Take a look at our guide to writing a cover letter that will ensure you stand out from the crowd:
Writing a cover letter

Can I apply for a job if I don't meet all the academic requirements?
A disability or long-term health condition may have prevented you from meeting certain academic criteria and genuine mitigating circumstances will be considered. You will need to explain lower grades and any mitigating circumstances on your CV or application form and you may be asked to provide documental evidence.

If you have a gap in your CV due to a disability or health condition, use our guide to take you through the steps to writing a short explanation: Explaining a gap in your CV

Can I apply for a job if I don't have the required work experience?
It is recognised that it can be more challenging for those with a disability or long-term health condition to have gained work experience and this will be taken into consideration providing you can still demonstrate the skills and qualities the employer is looking for through alternative means such as participation in extra-curricular activities, involvement and positions of responsibilities in clubs and societies, volunteering, etc.

Take a look at our series of ebooks that will help you to identify and demonstrate the strengths you have gained as a result of your disability.

Embracing your strengths
Communicating your strengths

How can I refer to my disability positively in my application?
It is advisable to think about the skills and strengths you have gained as a result of managing a disability; skills such as flexibility, resilience and problem solving for example. Be able to provide actual examples of how managing your disability has lead you to develop each skill or strength that you identify.

Use this guide to build your strengths statement: My Strengths Statement

Learn from others who have identified and used their strengths to stand out during the recruitment process:

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