



## APPLICATION TIPS

- Read the person specification, gather examples and write them down as well as all the things that you have done well in your job, volunteering roles or education.
- Note down what you have achieved, what you did, what skills and behaviours did you display?
- Choose your most powerful examples. Which were the most demanding/challenging situations?
- Refer to and address each point of the Person Specification in turn, giving evidence of the skills, experience and knowledge, you have in each area by providing practical examples of your capability.
- Ideally use the STAR technique (Situation, Task, Action, Result)
- Try and be as detailed as possible and explain what skills and experience you have and what you can bring to the role.
- Do not use any jargon or assume that the shortlisting panel have any knowledge about you.
- It is important that you use 'I' not 'we'. You need to tell us what you have done and demonstrate the impact you have made.
- Explain your answers with specific examples. Statements are not helpful and do not demonstrate your ability and suitability to do the role, e.g. 'I am an excellent team player' does not demonstrate how you effectively work with others.
- Try using the active tense to help you write clearly and effectively. The past tense is also useful as it will give us the sense that you have completed or achieved your goals.
- Keep to the word count
- Allow plenty of time, a good application takes days and not hours to complete.