

Guidance Notes for Completing the Application

Introduction

We have a great staff team and are looking for more people to join our friendly organisation. We want to give everyone a chance to work for us, and hope that these tips might help you ensure that you are applying for the job that you want, and have the skills, experience, and knowledge needed for this post.

We also hope that if, after reading the information and following our tips, you find that this post is not what you are looking for, that these tips will assist you in applying for other posts, whether with us in the future or with another organisation.

Shortlisting

We have introduced a “blind shortlisting process”. This means that those who score your application will not know if you are male, female, or which ethnic origin you are from. All we are interested in is the quality of the application form. You can rest assured that a fully completed personal statement will bring you nearer to being invited to interview with us.

Tips

Tip 1 - Read the job description and personal specification. The job description will give you a good idea of the tasks that you would be expected to carry out. Make sure that you address the points in the person specification in the statement in support of your application. The person specification outlines the skills and abilities, experience and expertise, and knowledge and understanding that we are looking for. You should satisfy yourself that this is the post for you. Ask yourself: “Is this job really what I am looking for?”

Tip 2 - Ask yourself the question on each task of the job description: “Can I show that I have done this?” If you can say that for most of the tasks, you are likely to be someone we want to see.

Tip 3 - Read through the personal specification and ask yourself: “Can I demonstrate that I have the experience, skills, and ability for this post?” Once you are sure that you can for most of the person specification, we would encourage you to apply.

Tip 4 - Write it down! Write why you think you are right for the job in the personal statement, drawing on the requirements in the person specification. Even if you are an internal candidate, we will be marking you based on what is written. We will not score on any implied skills and knowledge. If it’s not in the personal statement, we cannot score you.

Tip 5 - If you are unsure of what to write, produce a draft. You might need at least two drafts to bring it up to a level you are happy with.

Good luck with your application!