

# **A guide to completing your application form**

- Read through the information you have been sent.
- Look at the application form – what sort of information is needed?
- It is important that you fully complete the Supporting Statement Section, stating in detail under appropriate headings how you meet each selection criterion.
- Make a rough draft of what you want to write.
- If you have more to write than the space on the application form allows, use additional sheets of paper.
- Keep a copy of what you have written.
- All candidates are advised to read the advice notes contained within before completing the application form.

## **ADVICE NOTES**

### **Why do I need to complete an application form?**

You must complete the application form as fully as you can. The information that you supply is the only information that we consider; it is on the application alone that we decide whether or not to shortlist you. Do not assume that if you have a particular qualification or if you have done similar work before, that you will be automatically shortlisted.

### **What are selection criteria?**

Selection criteria are experience, skills and abilities required to do a specific job. Qualifications will only be asked for where necessary. Selection criteria are derived from the job description which outlines the main duties of the job.

### **What are selection criteria used for?**

Selection criteria are used for deciding who is called for interview and once at the interview the selection criteria will be used as the basis of the questions asked.

Selection criteria help us to select people objectively and fairly.

Selection criteria help you to see what experience, skills and abilities we are looking for and to assess your own suitability.

### **What do I need to do?**

Read through the information in the recruitment pack. In your supporting statement you must explain how you think you meet each selection criterion under appropriate headings.

In explaining how you meet the selection criteria, remember all your previous work experience. Also indicate other relevant experience outside work such as community, voluntary, leisure and other interests, languages spoken and other relevant skills and abilities. You may find that you refer to the same points under more than one criterion.

In presenting your skills and abilities, specify your own experience and not the general work of your office or section. Try to use words such as 'I plan' / 'I organise'.

You may find it helpful to write a rough draft first.

If you wish to include more information than the space on the application form allows please use additional sheets of paper. Write your name at the top of each additional sheet of paper.

Keep a copy of your completed application form.

There is also a selection criterion on equal opportunities; make sure you address this criterion in addition to the others.

**What happens next?**

Your completed application form will be used to decide whether or not you progress to the next stage of the process and is the only information we have about you. No assumptions will be made about your experience or skills. It is therefore vital that you tell us how you meet the selection criteria. The selection criteria are there to help you, so please use them.

**N.B. CURRICULUM VITAE (C.V.S) WILL NOT BE ACCEPTED, YOU MUST COMPLETE THE APPLICATION FORM AND ADDRESS ALL CRITERIA.**