

Application Guidance

Welcome and thank you for your interest in joining our organisation.

Please take the time to read the guide before completing an application.

It is important that you complete the form clearly and include all relevant information.

Your application form will be used in deciding whether you will be shortlisted and progressed to the next stage of the recruitment process.

The shortlisting panel will only use the information included on your application form, which will be compared with a pre-determined set of essential and desirable criteria.

If you have any questions relating to the information contained in this guidance, please contact the Recruitment Team via email: Recruiting@southyorks.pnn.police.uk

Selection Criteria

The selection criteria is a list of the essential and where appropriate desirable criteria that you will need to be able to do the job. Some examples are listed below:

- Particular skills, e.g. computer skills, administrative experience
- Experience you have gained whether from work or spare time activities e.g. communications skills, able to produce reports or experience of information gathering and problem solving
- Knowledge that you have, e.g. certain legislation or a particular computer software package

When completing this section please explain how you feel you meet each specific criterion separately, as detailed in the job description.

For example:

Criteria A – Must be able to demonstrate good communications skills:

“In my previous job I was responsible for dealing with customer complaints. This involved.....”

Criteria B – Must be able to demonstrate basic numeric skills:

“I am responsible for monitoring various budgets in my current role, which means I have to....”

The selection criteria will also consist of two questions, which relate to the values of Public Service & Integrity.

It would help the short listing panel if you head each answer with the criteria heading as in the example above.

You should give as much relevant information as you can. We are looking for evidence from your current work, previous work or situations from your personal life, voluntary or community work. Fairly recent examples tend to be the best ones to use – as they are more recent and usually easier to explain.

Identifying your best examples

Identify your most relevant examples, review against the job description, and think about the responsibilities for the job and the essential/desirable criteria.

Using the **STAR** method is a great way to explain an example:

SITUATION – Describe the situation you were in or the task you need to accomplish

TASK – Describe the challenges and expectations. What are you trying to achieve

ACTION – Describe the action you have taken. Focus on what you have done

RESULT – Describe the outcome. You may want to reflect and highlight if there was anything that you would do differently next time.

Example - This example shows how to use the **STAR** method.

This is not a police related example but should give you an indication of how to use this method. This example shows leadership in particular – taking ownership for resolving problems and showing initiative.

Situation: I was part of a team working on a presentation meant to help us secure a major new client for our company. The weather was bad, and as a result my supervisor got caught in a snowstorm and was unable to make it back in time. It looked like we were going to have to cancel the meeting and potentially lose the client.

Task: I had been looking for ways to take on more responsibility, so I volunteered to finish the presentation.

Action: I worked with my supervisor via the phone and between the two of us, we were able to go ahead with the scheduled meeting.

Result: As a result of my initiative, we not only landed the client, but I was also recommended for a promotion.

Hints and Tips

- Focus on answering the questions and avoid waffling or being too vague
- Don't give general examples, give **specific** examples that focus on the actions you have taken
- Avoid using jargon, slang terms or acronyms
- Ask someone else to read through your application
- Consider typing your answers into a word document and then copy and paste into the application form

Thank you for your interest in the role and best of luck!