



## Completing your Application Form

Your application form is the most important document in the decision as to whether or not you are selected for an interview. It is important that you complete the form clearly and include all relevant information. Please do not send a C.V. The Shortlisting Panel will only use the information included on your application form, which will be compared with a pre-determined set of criteria agreed at the point that the post was advertised.

### Tips

- Take your time and read the questions carefully
- Make sure that you understand all the questions
- Write your examples in a Word document and save as you go along
- Check spelling and grammar
- Re-read the whole application form before submitting

### Specialist Knowledge & Competency Questions (Essential Criteria) – how to structure your response

Keep referring to the person specification when completing your application

Always give as much detail as possible to demonstrate how you meet the requirements of the person specification. You should give specific examples of what you did or said on a given occasion. It is important that we can see in as much detail as possible exactly what happened.

Generalisations about what you usually do, what you did on a number of previous occasions or what your group/team have done will not score well. We need to know what part you played on that occasion – not your opinion of what you would do.

The **STAR** method is a great way to answer competency based questions:

**SITUATION** – This about setting the scene, giving context and background to the situation

**TASK**– Describe your exact role in the situation.

**ACTION** – Describe what action you have taken

**RESULT** – Describe the outcome of the situation. You may want to reflect and high light if there was anything that you would do differently next time.