

Application Guidance

PROVIDING EVIDENCE AGAINST ESSENTIAL AND DESIRABLE CRITERIA IN THE SUPPORTING INFORMATION SECTION OF THE APPLICATION FORM.

The **“Supporting Information”** section of the application form is the most important part of your submission. Please pay particular attention to this, as it is where you tell us what makes you suitable for the job. Your application will be assessed by comparing what you have written against the essential criteria outlined in the person specification.

When setting out the requirements for the job we use essential/desirable criteria of the person specification. You must refer to and address each of the essential criteria and competencies identified in the person specification in turn. This will ensure that you structure your supporting information in a logical way and enable you to give evidence of the behaviours, experience, knowledge, and skills you have in each area by providing practical examples. Please also include any evidence of the desirable requirements identified in the person specification. Fully completing the **‘Supporting Information’** section in this way will provide you with the best opportunity of being shortlisted.

Please avoid making a series of statements without evidence to back up what you are saying. For example:

“I have knowledge of the processes used in my role” or “I am an effective communicator”

Statements like this will not provide the short listing panel with actual evidence of what you have done.

When providing your evidence, please **describe**

- What you did,
- How you did it,
- Why you did it and
- the effect that this had,

This will show that you understand what is required and that you are capable of doing it. When providing evidence, think of an example where you have demonstrated the essential criteria and use the “STAR” model to evidence your answer as follows:

“S” – Situation

“T” – Task

“A” - Action

“R” – Result

Note: Please evidence any professional/trade qualifications and/or membership of a professional/trade body requirements (if applicable) in the ‘Education and Training’ and/or ‘Membership of Professional Body’ sections of the application form.

The supporting information section should not include your CV or personal information such as name, address, email address etc.