



Guidance notes for completing the online application

Your application plays an important part in all stages of the selection process. It will be used to determine whether or not you will be shortlisted for interview and acts as a basis for the interview itself.

Before you complete the application form you should:

- Study the Role and Competencies Profile as they list the qualifications, skills, knowledge and experience required to do the job
- Review your own skills and experience
- Ask yourself if you possess the essential attributes and whether you can meet the competencies criteria
- Prepare a rough draft (preferably in Word) before filling in the form. This helps to clarify your ideas, structure your response and avoid mistakes. You can then use this to complete the online application
- Certain competencies are applicable to the role. You should refer to the Competencies Profile, read them carefully and provide clear examples of your past experience which relates specifically to the competencies. Examples can be taken from any aspect of your life which you consider to be relevant i.e. current or past work experience, home or school life. For each example please state what you did, how you did it and what the outcome/results were. Make meaningful statements. For example, if you are required to write about your commitment to equal opportunities give real life examples from your own experience
- Use positive statements about yourself, e.g. by saying “I have...” rather than “my last employer has...”
- Make sure that you have said something to cover each of the points on the competency list. Some of your examples may be quite brief, however, you should be prepared that the interviewer may question you on any one of the competencies listed. Some applicants find it helpful to number their points to match the criteria, while others find this inhibiting – how you structure your application is up to you, however, please remember it has to be relevant
- If you are disabled you may wish to claim a guaranteed interview. **Only if you meet the essential criteria for the post as stated in the Competencies Profile will you be guaranteed an interview.**

Completing the form

- Complete the online application form clearly and accurately
- Ensure that all the dates are correct
- Make it clear what your present or past jobs have been. We are also interested in experience gained in voluntary work or whilst working at home.



Points to help you complete your application form

IMPORTANT: Please do not click the browser back button at any time while completing the application as this will delete all the information.

- a) **Please note that we do not accept CVs.** Where there is a reference to a CV this means the application form.
- b) You will first be asked to register by opening an account. Please make a note of your login detail and password, without which you will not be able to access your account. If you have already registered use your username and password to access the online application.
- c) Please note that once you start the online application form, do not leave it sitting idle as the system will log you out. Please ensure that all the information requested on the application form is completed.
- d) All posts have a Role and Competencies Profile which list the knowledge, skills, abilities and experience and/or qualifications needed. **Please note it is essential that you clearly demonstrate how you meet each of the criteria specified in the Competencies Profile. Shortlisting for interview will depend on how well you do so.** You should provide examples of how you can meet each point. For some jobs the Competencies Profile has also been provided in a questionnaire format.
- e) If you have an existing CV (Word document) you have the option to upload it to the application. This will transfer any matching data to the new application. You will have to check the detail to ensure that it is correct. By selecting this option, you will save time as personal information will be transferred over.
- f) You should present your application in a well organised and positive way.
- g) Use active words such as I plan/organise etc.
- h) Consider doing a rough draft before you complete the form. This will help you to organise and plan your application properly and avoid mistakes. The online application has a limit of 5,000 characters (this includes spaces, punctuation, paragraphs, etc.) and the counter shows the number of characters you have remaining.
- i) Please carry out a character count in Word and then copy and paste the text onto your application under the relevant criteria. The maximum character limit is 5,000 characters for each competency.
- j) Do **not** submit the same application form for all jobs. Look at the requirements listed on the Competencies Profile relevant to each post.
- k) All applications must be submitted on the **closing date by 4pm.**
- l) If you **do not hear from us within four weeks of the closing date** then it must be assumed that your application has not been successful at the shortlisting stage. However, if under exceptional circumstances the shortlisting has been delayed or the post has been withdrawn, all applicants will be notified in writing.

Good luck with your application.