Leicestershire Police

Protecting our communities

# Completing your Application

# TOP TIPS

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# TOP TIPS to help you complete your application

- Carefully read the job description, particularly the essential criteria
- You **MUST** meet all of the essential criteria to pass the application stage
- The questions are designed to show us your experience and how you respond so give as much detail as you can
- Use your own **REAL-LIFE** examples, think about your experience and try and relate that to the question you're answering
- Answer **EVERY** question fully, failing to answer or putting "see answer above" will be automatically rejected
- Take your time, make sure you have enough time to complete the application – don't rush through!
- Check the answers you give meet the criteria required
- Check your spelling & grammar, this will play a part in your application

# Tops Tips continued…

- Use “I” and not “We” in your examples, we want to know what you did and your impact on the situation
- Don’t assume we have any knowledge of the situation or context so avoid using acronyms and give full factual details
- Think of **STAR** when wording your answers & examples:

  **Situation – Set the scene**
  **Task – Describe what was required of you**
  **Action – what did you actually do, what action you took**
  **Result – how was the situation resolved, outcome**

- Ask someone to read through your answers to check for errors and to check it answers the question
- Research…. There are loads of hints and tips out there to help you with competency based applications

GOOD LUCK!!