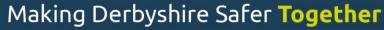
Completing your Application

TOP TIPS









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Some TOP TIPS to help you with your application

Carefully read the job description/job advert, particularly the essential and eligibility 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 \bullet 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 \bullet 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 ٠
- Check your spelling & grammar, this will play a part in your application •

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Top Tips continued...

- Use "I" and not "We" in your examples, we want to know what you did and your impact on the ٠ 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

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Good Luck!







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