Completing your Application

TOP TIPS
Some **TOP TIPS** to help you with 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
Top 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!!**