



Guidance Notes for Section 8 of the Application Form

In this section you should address each point on the Person Specification, providing **information, examples** and **evidence** to illustrate how you feel you meet the criteria for the job. For example, if the Person Specification states "able to use initiative and work unsupervised" it will not be sufficient to say, " I can work unsupervised and show initiative" – you must quote **examples** of your work/experience which illustrate these abilities. It can be helpful to mention any relevant experience acquired outside work, such as community, voluntary or leisure interests.

Example Criteria:

"Evidence of ability to work unsupervised and on own initiative"

Example Evidence

"I currently work for long periods unsupervised as my Department Head is frequently away on business. During these periods I am required to use my own initiative to decide how to deal with queries and to prioritise my own workload". Follow this up with specific examples of issues you may have had to deal with in these circumstances.

Example Criteria

"Evidence of ability to work effectively as a team member"

Example Evidence

"In my current/previous role I worked within a team of colleagues. As the workload was high, we had to assist each other at peak times. Follow this up with one or two examples where you acted effectively as a team member.

You may include supplementary sheets if necessary.

CV's alone will not be accepted, (please refer to the Recruitment Policy & Procedure), but may be included to provide additional detail, ensuring that it is tailored to clearly reference the criteria in the Person Specification.