

Guidance on completing the Employment Application Form

Please read these notes carefully, before completing your application. They are designed to help you get through the shortlisting stage.

1. Read the Job Profile

The job profile explains what competencies, skills and knowledge are required for the job. Think carefully about all the requirements on the job profile and the person specification.

Reflect on how you would carry out the job. Think about your track record and how you will capture the relevant parts in completing the application.

When completing the job application form, you must be able to demonstrate how you will :

- Undertake all the listed duties to the given standard
- Meet **all** the requirements of the person specification criteria

It is very important that you provide relevant examples to demonstrate how you meet every one of them. This should be supported by example. The behaviour, competencies, person specification criteria as listed in the job profile, will be assessed during the selection process. There will be various exercises and tests for all candidates.

The key is to ensure you don't end up explaining what you are doing or have done in the past without relevant evidence.

2. Give examples of your experience

Bear in mind that your application will be assessed on how well you have demonstrated that you meet each of the selection criteria. This means that, when reading your application, we will be looking for specific examples addressing each one of them. It may not be enough to just list your responsibilities in your current and previous jobs.

Don't disregard any involvement that you have had outside of paid employment such as community / voluntary / leisure / political interests. Consider ways you have had to develop or use skills relevant to the post.

3. Completing the Form

When completing the requirements of the person specification, please complete the template in your application form. This has been designed to help you address each of the criteria.

Step 1

Do a draft application and list everything that you think is relevant.

Step 2

Do a working draft and have your application seen by someone who can help and check that you have addressed all the criteria.

Step 3

Distill and crystalize your key points and then put them onto the application form in the template provided.

Step 4

Have a final look on the next day to add your finishing points.

Ensure that the final version of your application form is well organised, well presented and relevant to the job you are applying for. This will form the shortlisting panel's consideration in marking your application.

Step 5

Keep a copy of your application to prepare for your interview and selection tests.

All applications must be completed electronically. However, you can also send a paper copy as long as the application is presented as a typed document. If this is a problem please contact the HR Team. Make sure that you don't leave any parts of the application form incomplete, and that you return all parts of the form.

Give yourself enough time to be able to complete the application on time, and return it before the closing date. Applications received after the closing date will not be accepted.

Please do not send in your CV as the shortlisting panel will not consider this.

What do we do with your details and the information provided?

After the recruitment process, the application form and information of unsuccessful candidates is kept on file for six months before it will be destroyed. For successful candidates parts one and two of the application form will be the beginning of the person's personnel file at SHA, which can be reviewed by the employee and his/her manager in question at any time upon request..

References will automatically be requested once a conditional offer is being made, unless instructed otherwise by you at the interview. However, please note that a firm offer cannot be made without having received satisfactory references.

We would like to wish you all the best for your application and hope to be able to work with you soon.

Good Luck!

Your HR Team