

Completing your Application Form

Guidance for Prospective Candidates – How to Make Your Application Stand Out

Your application: The First Impression

Your application form is the college's first impression of you — and it's the **only** information used to decide whether you will be invited for an interview. All applicants, whether internal or external, are assessed against the **Person Specification** for the role.

To give yourself the best chance, take your time to **complete the form carefully, accurately, and fully**.

Personal Details

The Personal Details section of your form is **not used** during shortlisting. It will only be referred to:

- If you are invited to interview
 - If you are offered and accept the job
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Shortlisting Criteria

Every application is considered equally. If the selection panel believes you meet **all the essential criteria** in the Person Specification, you will be shortlisted for an interview.

To increase your chances, provide **clear and detailed evidence** that you meet both the **essential** and **desirable** requirements.

Making Your Application Strong

Don't assume we know what you can do — you need to **demonstrate** it. Simply stating that you have "done similar work" isn't enough. Back up your claims with **real examples** from:

- Current or previous roles
- Voluntary or community involvement
- Education or training
- Personal experiences (e.g., gap years, running a family business, Armed Forces)

Writing Your Personal Statement

This is **the most important part** of your application.

Before you begin:

1. Carefully read the **Job Description** and **Person Specification**.
2. Think about why you are suitable for this role.
3. Plan to address **each point in the Person Specification**, ideally in the same order.

What We are Looking For:

- **Evidence** that you meet **each essential and desirable criterion**.
- **Specific examples** of how you've demonstrated each skill — not just what you would do, but what you have actually done.
- **Clear, concise, and personal responses** — don't copy the wording from the specification.
- **Positive statements** — be confident, but always back up claims with facts.

Top Tips for a Strong Application

- **Don't undersell yourself** — focus on what you did, how you did it, and the impact it had.
- **Use transferable skills** — even if you haven't done the exact task before, show how your experience is relevant.
- **Be honest and reflective** — highlight your strengths and be ready to discuss them at interview.

Final Thought

Completing your application thoroughly is key to securing an interview. Be detailed, be specific, and take time to reflect on what you can offer to the role.

Good luck — we look forward to receiving your application.
