

## **Appendix Three**

### **Guidance on completing the application form**

The application form is your opportunity to demonstrate how you meet the role specification for a specific role.

Managers are not sent your Preference form as this is used purely to 'match' you to any vacancies.

Managers will use the application form to shortlist you against the vacancy. Recruiting managers will want to "see you in the role" as much as possible so this is an opportunity for you to show the manager why you are the best person for the job and the relevance to them of your transferrable skills, experience etc.

Specific details on completing each section of the form are included below:

#### **Section one – Application details**

Please complete this section in full

#### **Section two – Personal Profile**

The personal profile is a brief introductory statement which summarises your key skills and strengths.

The profile should be no more than 6 lines of text. Some example text is included below. It is important, however, that you put together your own profile.

Example:

I am an experienced administrator with excellent working knowledge of Microsoft Office and have recently completed the European Computer Driving licence. I have well-developed interpersonal and customer service skills and work well both in a team and independently.

#### **Section three – Role Specification**

You should list each of the criteria on the role specification and detail against each item how you meet the requirements of the role.

#### **Section four – Signature**

Once you have completed all sections of the form please sign and date it before returning it to HRSC.