

Guidance for Completing the Person Specification Form

Once you have found a position you wish to apply for, you need to make sure your application does you justice and provides you with the best possible chance of getting an interview. This means reading the job description and person specification and taking time over your application demonstrating your knowledge, skills and experience.


The application form and supporting documents is the first part of the process and these will be assessed by a shortlisting panel. Candidates will be assessed against their peers for limited interview spaces therefore, to stand the best chance of receiving an invitation is to demonstrate that you do have the skills and experience as stipulated within the person specification and provide clear examples.

The person specification gives the minimum experience, skills, abilities and qualifications required for a person to do the job. Remember that experience and skills can be gained in a number of different ways, not only through permanent full-time employment. Voluntary work, and activities outside the workplace may provide evidence you can use in the expected areas.

By stating that you have experience or knowledge does not provide evidence to demonstrate that you actually do, more information is often required:

Post specification example:

Understanding of equality legislation and its application in relation to the duties of a supervisory manager.

In my current role I have a good understanding of equality legislation and ensure it is followed at all times. 

Your answer should consider:

What is the legislation regarding equality?

What other policies and mechanisms exist to support the legislation?

What input have you received regarding equality diversity and inclusion?

How does it impact the workplace?

How have you considered / encountered this legislation when carrying out your duties?



If you feel you require experience in areas then seek out opportunities with your line manager to become involved with work activities that will develop your skills, knowledge and experience.

The shortlisting panel will only select candidates for interview on the information provided within the application documents.