

INTERNAL APPLICATION FORM GUIDANCE

The information supplied in the application form is the basis for considering your initial suitability for the role which you are applying.

1. This form will be marked by the department and the information you supply will determine whether you will be short listed for further consideration.
2. Ensure that you meet all of the essential criteria as you will be ineligible to apply if you do not.
3. You do not need to meet all of the desirable criteria as it is not essential for the role.
4. Your application form will be marked against the criterion that you have supplied in your application form.
5. The evidence you provide for each question should NOT exceed 300 words.
6. You should provide 1 example for each essential criterion.
7. The examples that you provide should be relevant, demonstrating your ability in the area.
8. You should try to use an example within the last 2 years.
9. The **STAR** format below provides you with a structure to provide your best examples, demonstrating that you have the qualities required to perform the role;

Set the scene

When and what is the example about? What was the scenario situation that you faced?

Task

What did you identify needed to be done? What were you tasked to do? What was your role?

Action approach

What did you do? Why? Were there options? Why did you select that particular course of action?

Result

How did it go? Was it successful? Why? With hindsight, would you have done things differently?

10. If your example relates to a specific individual, please retain their anonymity to ensure compliance with data protection
11. If you have a disability, ensure you record it in the appropriate section on the application form.