

Guide to Completing an Application Form (2015)

Introduction

This document has been designed to help you complete your application form and to make the most of your application. Please read it carefully before you begin.

NHS Lanarkshire is an Equal Opportunities Employer and our selection processes have been designed to promote equality of opportunity to all. We are legally bound to ensure that there is no unfair discrimination. As part of NHS Lanarkshire's commitment to equality of opportunity, we will promote and maintain the Disability Double Tick symbol. As such we will ensure that all applicants that declare a disability and who meet the essential criteria (as specified in the Person Specification) for the post will be invited to attend for interview.

Purpose of the Application Form

The purpose of the application form is so that we can begin to select the right person for the job. Please complete the form as fully as you can. It is your opportunity to demonstrate your competence by telling us how your qualifications, training, experience, skills and abilities fit our requirements. Your application form should demonstrate how you meet all the essential criteria specified for the post. If you can you should also demonstrate how you meet the desirable criteria for the post. Both essential and desirable criteria are to be found in the Person Specification. You will also want to include other information you consider relevant to the post applied for. Selection for interview is based on the evidence you provide in your completed application form.

Statement in Support of Application

The Statement in Support of Application is your opportunity to tell us about yourself to show how you match the requirements of the role.

This section is your opportunity to tell us what you can bring to the position and about your achievements in your current and any previous roles which are relevant to your application. Before completing this section, please think about the Job Description again and what will be expected in the job. This should help you decide what to include here. You should be able to demonstrate through actual achievements from the past all the relevant skills, abilities, knowledge, experience and related behaviours which provide evidence of what you can contribute to the post.

Use the **STAR** (Situation, Task, Action and Result) approach. This is detailed in our '*Values and Competency Based Interviews*' as interviews follow the same approach. For example, if the position requires good people management skills, give details of at least one situation where you have demonstrated actions which have had a positive result with one or more of your staff as shown below:

Situation: About 2 months ago I identified that one of my staff, while technically carrying out her job well, was not relating to patients in as caring a way as she previously had.

Task: I invited her to discuss this with me, and she realised that she was very busy with a new part of her job, was rushing patient care and so not performing as she, I and the patients would like.

Action: We agreed to reduce the new part of her job, creating more time.

Result: She is now performing well again.

In addition to such information you can also include any relevant experience you have gained outside your employment, for example, in voluntary work. You should also describe any specific areas of responsibility you may have had, particular achievements and interests and how you think you could contribute to the work of the department or section for which you are applying.

Unless instructions say otherwise, do not limit yourself to the 'size of the box', but continue on a separate page if you think it appropriate. However be as focused and succinct as possible. It is important to read the Job Description and the Person Specification and make sure in your application you have included information relevant to the job requirements.

Please clearly mark additional pages with the Section, Job Reference Number, and your Candidate Identification Number and include these with your application. Do not include your name or address on additional sheets.

<p>Do:</p> <ul style="list-style-type: none"> • Ensure that your handwriting or typed text is legible • Check your spelling and grammar • Avoid unnecessary abbreviations, jargon or colloquialisms • Describe your own contribution in any examples you provide • Explain what you actually did, how you did it, and what the outcome was • Be concise and succinct • Ask a trustworthy friend or colleague to review your form and provide feedback and consider re-working your form according to their feedback • Return your completed form at the earliest opportunity and no later than the stated closing date 	<p>Do Not:</p> <ul style="list-style-type: none"> • Include a CV unless requested as only completed application forms are processed • Assume that the reader already knows you, or understands local practices and procedures or what your previous roles entailed • Waste space explaining unnecessary details • Rush - take your time and prepare thoroughly • Write too much-be succinct • Wait until closing date-get your completed application form in as soon as you can
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What happens next?

Once your application form is received it will be looked at with other applications as soon as possible after the closing date to determine which applicants are to be invited to attend for interview. This process is known as shortlisting as explained in our '*About the Selection Process*'.