

Writing Your Application

You have the opportunity to prepare your application form in advance until you are ready to submit it. It is important to tailor your application so that it clearly demonstrates how well you meet the person specification for the role you are applying for.

Things to Consider When Preparing Your Application

Gather All the Information You Need

The following information will be required to complete your application form:

- Your National Insurance number (if applicable)
- Details of your qualifications
- Your professional registration or PIN number (including expiry/renewal date), if appropriate
- Details of all previous employers (including dates of employment)
- Refer to the person specification to identify the key information you need to provide to demonstrate your suitability for the role

Writing Guidelines

Use these tips to ensure your application is clear and effective:

- Use clear, plain English and avoid jargon
- Keep sentences concise
- Always run a spell check – spelling errors can undermine your application
- Read your application back to yourself – check that it makes sense and that your points are clear
- Review your application thoroughly. Where possible, leave it overnight and revisit it with fresh eyes. It can also be helpful to ask someone else to review it

How Good a Match Are You?

Our recruiting managers will assess how closely your application matches the person specification for the role. Applicants who best meet these criteria are more likely to be shortlisted for interview.

To improve your chances of being invited to interview, clearly demonstrate that you meet the required skills and experience outlined in the person specification. Provide specific examples in your supporting statement.

You should aim to convince the recruiting manager that you have the necessary skills, knowledge, and experience, and that you would be a strong candidate for interview.