



Candidate Guidance

Writing a job application

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh

Preparation

- Before you start writing your application form take some time to consider your achievements at work and the work you are most proud of. What positive difference have you made to your team/department/customers/students/a University/previous organisations?
- Collect any positive feedback you have received from your manager, students, colleagues and other internal and external customers. If you have a CV, review this to remind yourself of your career history and achievements to date.
- Find out as much as possible about the job so that you fully understand the requirements of it. Read and re-read any information you have been given about the job carefully. You may wish to consider requesting an informal chat with the recruiting manager so you can find out more about the job before you apply for it.
- Consider which duties you are fully comfortable with and which duties you have less or no experience of. Where there are gaps, think about any other experience which may be relevant or could help you to fill those gaps.
- Speak with any relevant contacts you may have who may be able to provide useful information or a different perspective on the job.

Application Form

- Ensure that you clearly address each essential criteria directly. Do not assume that the shortlisting panel will be able to infer that you meet the essential criteria from the overall application.
- Consider using headings to structure your response, based on the criteria listed in the person specification and describe how you meet these criteria. Include examples of how you have applied your knowledge, skills, abilities and experience.
- Consider including an example to illustrate the volume of work you are accustomed to undertaking. Also describe your experience in a qualitative

way, for example how you have contributed to enhancing the student/customer experience. You can include short quotes of positive feedback received from managers/students/customers etc.

- Remember to include details of any digital and IT skills you have, processes and systems you are familiar with and any relevant legal/statutory knowledge you have.
- Double check that you have covered all the essential and desirable criteria in the Person Specification that will be assessed through the application form.

What should I avoid in my application?

- Avoid using general statements like 'I work equally well within a team or independently', 'I have excellent communication skills', 'I am good at planning and organising', 'I remain calm under pressure'. These are overused in application forms and so have lost their impact. Instead use more meaningful statements that describe what's unique about you e.g. 'appreciated for bringing a calming influence to our busy team', 'gained a reputation for consistently delivering to tight timescales'
- Your application should not have any spelling, grammar or formatting errors. Get someone else to proof read it. A neat and well-written application form will demonstrate your attention to detail.
- A common mistake is to copy into your application form the list of duties and responsibilities from your job description without explaining how well you performed your duties and what personal qualities you have shown when carrying out the duties.
- Avoid gaps in your work experience. Make sure that any periods of unemployment are explained/accounted for.