

## **Candidate guidance - Completing the application form**

Thank you for your interest in working at York St John University, we welcome your application!

The application form is your first chance to show how your attributes align with the criteria required to undertake the role successfully. These attributes could include qualifications, training and work experience; however, we are also keen to hear about how any voluntary work experience or individual experiences could also be relevant.

If you are interested in the role but unsure if you fulfill all the criteria, we encourage you to contact the individual named in the advert to discuss this further.

The applications will be anonymised for the shortlisting exercise. This guidance document provides an insight into what the panel is looking for when they shortlist your application, along with advice to help you structure your answers.

### **Prior to starting the application form**

Please ensure that you have the following details to hand as you will be asked to refer to these in your application –

- qualifications,
- training,
- work experience (including voluntary experience)
- two contacts who could provide references for you

All vacancies close at **23.59pm** on the closing date. Please ensure you leave enough time to complete the application and check it for accuracy prior to submitting it. It might be helpful to ask another person to proofread your application. You can save your application and come back to it as many times as you like prior to submitting it.

### **'Supporting statements' section of the application form – hints and tips**

The supporting statements section of the application form asks you to provide evidence to demonstrate to the panel how fully you meet each requirement. All the requirements listed relate directly to the requirements of the role (outlined in the Person Specification), for example 'the ability to work as part of a team'. Please note, there is no word limit for these answers.

- ✓ **Provide enough depth within your answers** - The panel will use your answers to the supporting statements as an indication of your ability to meet the role's requirements, so it is important to provide them with enough depth in your answer.
- ✓ **Refer to specific examples within your answers** - Within your answers refer, wherever possible, to specific examples of occasions where you have demonstrated the required skill / experience.
- ✓ **Remember to refer to voluntary work experience and individual experiences if needed** - If you are unable to answer a question using an example from your previous work experience remember that you can also refer to any voluntary work experience you have undertaken or your own individual experiences.
- ✓ **Structure your answers** –You might find it helpful to structure your answer using the following STAR approach to help you provide the panel with as much detail as possible, in a similar way to telling a story –

- ✓ **S - Situation** – Set the scene
- ✓ **T - Task** – Describe the challenge and what needed to be done
  - ✓ **A - Action** – Describe the specific actions you took
  - ✓ **R - Results** – Describe the results

**Further support**

If you wish to find out more about the role please contact the individual named within the advert for an informal conversation. Our Human Resources and Organisational Development Team is also on hand to answer any questions you might have at any stage of the process via [HROD@yorks.ac.uk](mailto:HROD@yorks.ac.uk).

We wish you the best with your application!