



# Completing an application form.





## NCH application form guidance:

### Expectations of NCH:

Whilst application forms can be quite a lengthy process they are designed to ensure a future employer gains the best from all candidates.

Before starting the process please ensure you have fully read the job advert and role profile. Checking you have the correct skills, knowledge and experience listed on the person specification section of the role profile. Should you have any questions about the position, this is an ideal time to call the recruitment officer, or hiring manager for further information.

### Part 1 of the application

This part of the application is detailing data about yourself.

- **Personal details** - this will include details such as full name, address and contact details. The shortlisting panel will not see this information at this stage, it is only used if your application is successful and you are invited to interview.
- **Record of any criminal convictions** - if a Disclosure and Baring Service (DBS) Check is required for the role you are applying for, you will be asked to notify NCH of any criminal convictions. The information provided will not be seen by the shortlisting panel at this stage.
- **Previous employment / voluntary work** – identify all previous employment and voluntary work, your length of service, the role you undertook whilst there and what that entailed. This section will support the shortlisting panel to look at the experiences and skills you have used in previous roles.
- **Education and training** - detail all qualifications and training that you have completed. The shortlisting panel will have access to this section and it will support them in identifying the knowledge you have, and if it's applicable to the role.
- **References** - NCH will require you to identify two references. The people you identify need to be able to talk about your character, skills, work experience and work habits. In a majority of cases, these aren't drawn upon unless you are successful at the point of interview, and once you've accepted a conditional offer. Please ensure you have gained approval from your referee before putting their details forward.
- **Equal opportunities** – this supports the Association in identifying who they are attracting.



## Part 2 of the application

### Personal statement

This section provides you with the opportunity to showcase and evidence all of your skills, knowledge and experiences that are relevant to the role. Enabling you to demonstrate why you are the most suitable person for the role.

Please pay particular attention to the knowledge and skills section of the role profile. This is where NCH demonstrates what “criteria” we are looking for in an employee to carry out the role advertised.

Top tips for writing your personal statement;

- Outline how your knowledge, skills and experiences meet each of the specified competencies listed as part of the role. These are listed in the knowledge and skills section of role profile.
- Provide examples of how you meet ALL of the competencies listed - both essential and desirable if you can. Use examples of experiences from current or previous roles and / or other relevant situations. Please ensure the examples provided are applicable to the role and where possible are up to date.
- Demonstrate why you are the most suitable person for the role – **SELL YOURSELF!**
- Be concise in your examples

### The STAR technique

The STAR technique is an additional tool that can support you in demonstrating your skills and experiences further.

The STAR technique is a structured method of responding to a behavioural based question, by discussing the specific **SITUATION, TASK, ACTION and RESULT**.

Utilising this technique, allows you to be more concise and focused. Whilst completing your application form, take each criteria point and use the **STAR technique** to help you write your example.

- **SITUATION:** present a recent challenge and situation in which you found yourself.
- **TASK:** what were you required to achieve?
- **ACTION:** what did you do? Why did you do it? What were the alternatives?
- **RESULTS:** what was the outcome of your actions? What did you achieve through your actions? Did you meet your objectives? What did you learn from this experience?



### **Example:**

For the purpose of providing an example we are using a criteria point from a role profile within the HR team as an administrator.

Criteria point; *excellent communication skills, both written and verbal.*

### **SITUATION:**

- I consider myself to have excellent verbal and written communication skills, as this is a skill I use on a daily basis. I communicate with colleagues in some form throughout my working day, this may be face to face or in writing

### **TASK:**

- Recently I was approached by a colleague who thought that their holiday entitlement was incorrect on i-trent, an employee self-service portal the Association uses. They requested that I checked this for them.

### **ACTION:**

- I informed the colleague that I would look into this and be back in contact in 2 working day. I then carried out the relevant calculations in relation to their working week and years' service. Once complete I emailed the relevant business partner for the colleagues' area to ask them to confirm my calculations were accurate.

### **RESULT:**

- The business partner confirmed I was correct. I then wrote an email to the colleague with a breakdown of how the entitlement was calculated, and informed them if they had any further queries to let me know. I felt it was most appropriate to put this information in writing, so a paper conversation was kept on record.



### Checklist:

Activity:	
Read in full the job description and role profile.	
Ensure you have all the skills, knowledge and experience required to undertake the role.	
Made contact with the recruitment office or hiring manager to discuss any questions you may have about the role.	
Registered with Newport City House to have an account to complete application forms. - Keep your username and password safe.	
Set aside enough time to complete the application form.	
Re-read your application form to check all points have been covered.	
Ask a colleague / family member / friend to read over it for you to check you haven't missed anything.	
Submit your application form.	
Ensure you have received an email to confirm your application has been submitted successfully.	