To assist you in completing the application form, some key points are listed below that you should address in order to produce a good application form and increase your chance of being selected for interview.

Examine the advert and job description. SCC job descriptions consist of a Part 1 (Key Accountabilities) and a Part 2 (Core Responsibilities). Read all of this information carefully before starting to complete your application.

Provide evidence with relevant examples to support each individual requirement within each category as far as possible. It is very important that you provide sound evidence in completing the application form; that the information you supply clearly relates directly to the key accountabilities and core responsibilities. You should demonstrate by means of a real example, how you applied that skill, gained or used that knowledge, or exercised that ability. Providing a clear verifiable example helps the panel see in practical terms how you meet each particular criteria. It also assists the interviewers to explore in more detail what you have to say during the interview. Although the STAR technique is aligned more to interview preparation, it can also be helpful in providing evidence on your application form. You may wish to consider:

* **S**ituation – give a brief overview of your situation/example.
* **T**ask – explain what needed to be achieved.
* **A**ctions – explain your actions.
* **R**esults – explain the results of your actions.

Each of your examples will be scored out of 3. All candidates should score 2's and 3's to qualify as a pass in each of the criteria. Candidates who score 0’s or 1’s are considered as failing to meet the criteria and are not likely to be considered for interview. Scoring criteria is as follows:

3 - Exceeds criteria (Makes reference to criteria, provides examples and shows understanding)

2 - Meets the criteria (Makes reference to criteria and provides an example)

1 - Partially meets criteria (Makes reference to criteria but does not show an understanding or provides examples)

0 - Fails to meet criteria (No evidence)

Don’t assume that the reader knows how that evidence relates to the criteria/competency or has enhanced your skills or knowledge – **you must explain clearly.**

Think carefully about what evidence you can provide to demonstrate that you have the necessary skills, knowledge, experience and personal qualities to meet each area? Consider any experience that you may have acquired outside of work, such as community or voluntary interests.

Don’t merely repeat your career history, detail how your career history relates to each individual criteria or requirement.

Consider your presentation. Is it easy to read? Is it separated into sensible sized paragraphs? Is it in a sensible font/size?

**Completing the Application Form**

Factual Information

Complete the factual parts of the form first – things like name, address etc. Education - The holding of an educational qualification will only influence shortlisting where this is specifically recorded as a criterion. If you do not hold a qualification that is required but can demonstrate comparable / relevant work experience you will need to do this and provide evidence of how this ensures you are the same level.

Employment History

Write the names and addresses of present and past employers. Remember, if you have done voluntary or community work or have had a career break for any reason you must detail it.

References - Please make sure you indicate whether we can contact your references if you are selected for an interview.

**Finally**! Spell check the entire document. Ask a family member, friend or colleague to proof read it for you. Do they understand the information which you are trying to convey? If they need to ask for clarification of any parts, the likelihood is that the shortlisting manager won’t quite understand either - make everything very clear. Double check it again!