

## Guide to completing the Personal Statement on your application form

### 1. Prepare

The personal statement is very important as it helps us to decide who to select for an interview. In this section of the application form we want to know more about your skills and previous experience.

Take some time to read the job description and person specification before writing your statement (this will be on our website along with the job advert). Think about the skills and experience you have that are relevant to the job. Try and think of good examples that best describe how you can do the job.

### 2. Tell us about your Skills & Experience

Your statement should describe all the relevant skills and experience that you have achieved from previous paid employment, volunteering, or education and training. If you do not have direct work experience you can also include details of any personal experiences that might support your application. This could be things like:

- ★ Experience of caring or supporting a friend or relative
- ★ Experience as a parent
- ★ Any projects that you lead on or developed at school/college/university
- ★ Social events activities that you have planned

### 3. Use Examples

We would like applicants to follow the sections of the Person Specification (this is the section at the end of the job description) and it helps if you use the sections as headings and then give details of how you meet these areas of the job.

You should try to keep your statement to the point, and give examples that show the range of skills and experience you have. We will not know how your experiences, skills or training is relevant to the job unless you tell us what you did and what you know.

When telling us about your skills and experience you should try and tell us what your role was, what duties you had, and how they relate to the job you are applying for. It can help if you explain a situation that you have dealt with, what action you took and what the outcome was.

### 4. Check what you have written

You could write your statement on a separate sheet first to make sure it is what you want to say. Make sure what you have written is easy to read and makes sense, check for spelling and make sure you have included all the information that you want us to know about.

If you run out of space please use additional sheets.

If you have not completed a full statement your application may be rejected.