



# PREPARING YOUR APPLICATION

**Your application is your introduction to a selection panel.  
How can you make your first impression count?**

## ***Relate your application to the Person Specification***

The selection panel makes an initial assessment of each applicant's merit from their written application. This assessment is made in relation to the essential and desirable requirements of the position as described in the Person Specification. The outcome of this assessment will determine whether an applicant warrants further consideration for an interview.

## ***In order to maximise your chances of being considered for interview, you should demonstrate in your application:***

- ◆ that you meet all the essential requirements of the Person Specification, preferably with the provision of examples;
- ◆ that you are capable of performing the duties of the position;
- ◆ that you have commented on the desirable requirements of the Person Specification that may warrant you further consideration.

## ***Other considerations for inclusion in your application are:***

- ◆ the relevance and application of skills, knowledge, experience and abilities acquired through community experience (e.g. coaching a sporting team may have contributed to your development of leadership, interpersonal and motivational skills).
- ◆ a curriculum vitae (CV) or resume that outlines general information required by the panel, including:
  - name, address and contact telephone number(s)
  - current position title and classification
  - education and training details
  - employment history
  - relevant experiences
  - three current referees, their position titles and telephone numbers.

The panel must not discriminate against an applicant on the basis of a characteristic unless it is directly and justifiably associated with the requirements necessary to perform the duties of the position. The grounds for unlawful discrimination are defined in the Equal Opportunity Act.

## ***Some final tips:***

- ◆ Provide a copy of the Job and Person Specification to your referees before forwarding your application. This will enable discussion on your ability to carry out the duties of the position and their opinion of your merit in relation to the essential characteristics as detailed in the Person Specification.
- ◆ Check your application to ensure that you have addressed all essential and desirable criteria listed in the Person Specification and that you have demonstrated that you can carry out the duties of the position, preferably by providing examples.
- ◆ Check your application for spelling or grammatical errors before forwarding.