

## Guidance notes for applicants

### Spotted a position that you think is for you?

We use an online application system which will guide you through the process of applying to work with us. We've ensured that completing and submitting your application form is as simple as possible, but to help you along the way we've put together some useful tips which should make completing your application easier.

### Tell us about your skills and experience

Firstly, don't assume we know anything about you - our decision to invite you for an interview will be based on the information you tell us on your form.

Before you start, make sure you read through the job description and person specification carefully so that you fully understand what we're looking for and how well your skills, experience and qualifications match.

You don't necessarily have to have done the job you're applying for before to have the skills we're looking for.

We're always on the lookout for people with transferable skills which could have been gained in other types of work or even from personal experiences such as organising events, caring for family and friends, and working in the community.

We also know that there's more to life than work, so we want to know more about you as a person. Remember to let us know about any voluntary work you've been involved in or any interests you have.

### Make sure your supporting information is detailed and relevant

The supporting information section is your opportunity to show us how you meet all of the requirements on the person specification. The idea is to give us as much information as possible with relevant examples. Remember, the more detail you can give us, the higher you'll score.

***Please evidence how you meet the requirements on the person specification by giving answers to each sub points. This would ensure you score enough during the shortlisting phase.***

If you don't think your work experience is relevant to any of the requirements, think of other ways in which you meet them such as the transferable skills we've already mentioned.

On the next page we've given you some examples of poor supporting information and how you might be able to develop an answer into something we're looking for.

| Essential requirement on person specification | Requirement<br>-<br>We're looking for someone who has...                                    | Examples of poor answers  | What a good answer might include  |
|---|---|---|---|
| Impact on others                              | 1. Ability to work as a member of a team  | "I work well both in a team and on my own initiative."  | If you have worked in a team, tell us what your team objectives were and how you achieved them. You could also describe the advantages and disadvantages of teamwork, and give some details about why you think teamwork is important.  |
| Professional know-how                         | 2. Good organisational skills<br>3. Ability Understanding of the needs of vulnerable people | "I am extremely busy in my current role; therefore I need to be very organised."<br><br>"I understand that vulnerable people have different needs." | Tell us about the times when you have had to be really organised. For example, have you looked after a diary or worked to tight deadlines? How did you manage your time? Have you ever organised an event? You could tell us about what was involved and the tools you used.<br><br>Instead of simply telling us that you understand, try to give specific examples of when you've helped people with additional needs. Think about the issues and challenges you faced and |

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|                 |   |  | how you overcame them.   |
| Values          | 4. Commitment to equal opportunities                    | “I am fully committed to equal opportunities.”             | Describe why you think equal opportunities are important and your experiences around this. Can you relate these experiences to this role, and does it demonstrate your commitment? |
| Problem solving | 5. Ability to make decisions in a pressurised situation | “I have lots of experience of making difficult decisions.” | Try to tell us about a situation when you had to make a decision under pressure. What were the circumstances? What was the result? What did you learn from it?                     |

## Want to know more?

We can't help you complete your application form, but we can any answer questions you might have about filling it in.

You can contact our Human Resources department by emailing [hr@syha.co.uk](mailto:hr@syha.co.uk) or if you'd like to speak to a member of the team give us a call on **0114 2900 200** and we'll do our best to help you.