How to write your application

When making a job application it can be difficult to know where to start. We hope that the information below will help you make the best application.

An application is a platform to present yourself in a positive light highlighting the relevance of your knowledge, skills and experience to your chosen specialty. During the initial stages of an application, the application form is the main means of demonstrating your suitability for the role.

Accurate and clear communication, together with an attention to detail, is an important part of your application as it is an opportunity to demonstrate these skills. Effective time management is essential throughout the whole application process too.

It is never too early to begin researching the Trusts application process. Find out what is involved in submitting your application and note the key dates. By giving yourself plenty of time to prepare your application and to address any shortfalls in your skills and experience you will avoid a last minute panic and accidental errors.

**Researching the Organisation**

Do some basic checks on not only the reputation of the organisation – knowing what services it provides, what size it is, what the culture of the workforce is – but even the logistical aspects of working there. Where would you be located?

**The Person Specification and Job Description**

The person specification will provide you with the criteria you have to meet to be considered for the role, so really examine it to see if you meet the essential and desirable criteria. Don’t worry if you don’t match 100% of it – if you’re meeting around 75% of the essential criteria, but are really keen and enthusiastic about applying for that job, my advice would still be to apply for it!

When we’re hiring people, we’re not always looking for someone who’ll come into the role and hit the ground running. We always give a comprehensive induction and training to ensure new starters are able to perform their job successfully as quickly as possible. The right candidate will be able to bridge any gaps of experience with their enthusiasm and dedication.

The job description is there to tell you the tasks and activities you’d be performing on a daily basis in that role, so consider it carefully. If you read the description of the role and it doesn’t sound like the kind of environment you’d be comfortable working in, it may be worth exploring if there are other roles that we are recruiting to that would be a better fit for you.

**Writing your application**

When completing your application form, you will need to demonstrate how the skills, the qualities and the experiences you have gained meet both the essential and desirable aspects of the job description. The NHS assessor is looking for details and evidence of how you match the key requirements of the role.

Within your application, you may decide to provide details and evidence you have gained that relate to work experience, life experience, volunteer experience and any relevant training courses you may have attended or completed over the years. For example, if one of the essential requirements of the job is to work with others to provide an excellent level of service, make sure you provide details of where you have previously demonstrated this in a work setting.

When completing the ‘supporting information’ aspect of your application, you may find it useful to use the following structure/format:

* Confirmation that you have read the job description.
* Reference points from the shortlisting criteria / person specification which you have experience of, as this will be what you are shortlisted against
* The skills & qualities you possess.
* Any relevant experience you have.
* Why you are applying for this position.
* Your key strengths.
* What you can bring to the role.
* What sets you apart.

**Our Trust Values**

Our values run through the heart of everything we do, and the recruitment process is no exception. We’ll ask about the Trust values on your application form as well as at your interview, so it’s important to think about how to show that you understand and hold the same values as us and how those values are relevant to the role.

Applying for a job doesn't need to be a difficult process - and with these tips, you'll be able to show yourself as the best candidate you can possibly be, taking you one step closer to the next chapter of your career.