

Our family of organisations consists of:



## How to Make Your Application **Stand Out**

### **We want you to succeed!**

Your application will be assessed on how well it matches the person specification for the role. Applicants who meet all of the essential criteria have the best chance of being invited to an interview. Your application should demonstrate how you have the Approach, Knowledge, Skills and Experience as stated in the person specification.

If qualifications, membership of professional bodies or access to a car and holding a UK driving licence are required, don't forget to include these in your application.

Even though the roles you're applying for may be similar, no two jobs are the same. Tailor your application accordingly to reflect the requirements of each job.

First things first, really read the job description and person specification to match your experience and skills to what the role requires.

### **What to include**

1. Complete all sections of the application form
2. Explain any breaks in your employment history
3. Utilise as much of the word count in each section of your personal statement as possible. The more you write about yourself and your experience, the more we learn about you and the stronger your application. This is what we base our decision on when deciding which applicants we'd like to interview.
4. You won't always tick every box in the person specification. If you're missing certain experience or knowledge from the essential requirements, think about similar experiences or transferable skills that you can highlight to ensure you match the person specification. This could include volunteering, lived experience, hobbies, or what you learnt in your studies.



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## Hints and tips

1. Research the organisation to find out about our purpose, the types of services we provide, and our vision, values, and strategy.
2. Give yourself enough time to write a good job application, they can take longer than you expect to complete.
3. Use clear, plain English – avoid using jargon.

## And finally...

Tailoring your application does take a bit of extra time and effort, but it will pay off as each application you make will be of a high standard and it will greatly increase your chances of getting shortlisted for interviews.

Good Luck from the Inspire North family!