

## The Application

When applying for a role with Healthwatch Cornwall you must complete our application form. This ensures all information is presented in the same way, so that applicants are treated equally and fairly. We do not accept CVs.

## Your Supporting Statement

Your supporting statement provides us with the information we need to select for interview. It is your opportunity to show us why we should select you. You should detail why you are suitable for the role, using your experience, skills and personal qualities to demonstrate how you fulfil the essential and desirable criteria from the Person Specification.

A good way to do this is by using the STAR approach (see below). We also recommend that you draft your supporting statement first (either in word or notebook) then you can check for spelling errors before pasting into your application form.

## The STAR approach

A helpful approach to completing your supporting statement (and preparing yourself for an interview) is to use the **STAR** model, which helps you build relevant examples in a structured way.

### Situation

Set the scene. Describe the situation or problem. Make it relevant to the Role Profile.

### Task

Outline the task required to solve the issue or problem.

### Action

Describe what **you** actually did. How and when you did it, the rationale for the choices you took and the key things that you did to overcome the issue or problem.

### Result

What the outcome was and the difference it made.

## What should I write?

You need to provide relevant examples of situations that you have experienced, either within work or in your personal life, that demonstrate what is asked for. You only need to provide one example for each competency.

For example. An essential criteria in the Person Spec states

***“Confidence to deliver oral presentations or workshops to a variety of audiences”***

Instead of writing “I am confident to give presentations.” You should use the **STAR** approach:

“In my previous role as Administration Manager, I developed a number of admin training workshops when we installed a new CRM system. I delivered these over a six month period to all the admin assistants within the department to ensure understanding. I then produced monthly management reports highlighting performance and the outcomes of the workshops. This helped highlight training needs and ensured we met our performance measures.”

## How do we decide who to interview?

We use a marking system based on the essential and desirable criteria from the Person Specification. If you do not detail clearly how you meet the requirements, you will not be selected. It is therefore essential that you follow these guidelines clearly and give a clear indication of how you fulfil the criteria to enable us to select you for interview.

The shortlisting panel will score how well you have demonstrated that you meet the criteria at the application stage.

## Before you finish:

Tip: Think about the people reading this. Is your statement clear?

Tip: Do you explain why you would be good at the job/ how you fulfil the essential criteria?