

## Completing an application form – competence questions and answers

- Writing an application is very much like writing a CV except the boxes are provided and there are more job specific questions to complete. Match your skills and experience to the person specifications and job description.
- It is important to structure your answers carefully and to put your point across in a clear way. This method allows you to focus upon the skills and qualities used and to give evidence of your attributes.

### Structured Answers

- Many application forms use competency based questions, which require the candidate to use examples as evidence demonstrating the skills and qualities that they are looking for. Such questions might begin; describe a situation..., Describe a time..., Give an example of...
- The STAR model is recommended for interviews involving such questions, and is also appropriate to use when answering such questions within application forms:

Situation – Put the situation in context: briefly describe the situation so the example is clearly understood.

Task – Add more detail to the situation: where, when, how many/often and who.

Action – Say what action you actually took: outline your contribution.

Result – Describe the outcome: positive points, learning points, reflection upon the situation, make sure the reflection demonstrates how this has improved you as a potential employee.

- Attach a CV if you have the opportunity, your CV should be up to date as it can give further information.
- Application forms can be either online or written applications, remember to sign and date when completing handwritten applications.