

Hints and Tips for Getting the Most out of Your Application and Interview

Completing the Application form

The application form is usually the only information we have on a candidate when deciding who to select for interview. It is therefore very important that you take the opportunity to complete your form as fully and concisely as possible based on the information we have given you about the job.

It is sometimes difficult to determine from an application form how well an applicant meets the criteria that have been identified for successful performance in the job. To make this a more objective process, and to assist us in shortlisting, it would be helpful if you could bear in mind the following suggestions when completing your application form:

- Do a rough draft first. This helps you to avoid making mistakes and allows you to make sure that the information you have given is relevant.
- **You have the option of saving your online application and returning to it for completion**
- A **Job Description** outlining the main purpose and duties of the job will usually be the main document that is available to you. In this situation you will need to **identify the skills and experience required for successful performance, and tailor your application accordingly**. You may also find other useful information on our website.
- The **Person Specification** will give you additional information on the skills, experience, abilities etc. that we are looking for. To complete the application to the best effect, you should **demonstrate how you meet each of the criteria identified** by drawing on your past and current experience, highlighting the transferable skills and experience you have gained or developed as a result. These should then be put into context by describing specific examples. We cannot make assumptions about your abilities and do not take account of any previous applications you have made.
- Any additional relevant information you would like to give, including outside work interests, would be welcome and will give us a broader picture of you. An A4 Sheet or equivalent will be sufficient.

You should be aware, however, that we do not accept CVs.

- If possible, make a copy of your completed form for future reference.
- Don't send the same form for all jobs you see advertised at Rushcliffe – pay attention to the specific job requirements for the job you are applying for.
- Make sure you return your application to us before the closing date. Applications received after this date will not normally be accepted. If at any time you would like to discuss a particular job in more detail, please do not hesitate to contact the Human Resources Division. They will be able to advise you, or give you the name of an appropriate person to contact, if this has not already been included in the advertisement.

Preparing for the Interview

If you have been invited for an interview, here are a few tips that might help you to do your best:

- Prepare yourself – maybe there is more you could find out about the job or the organisation (e.g. visit our website – www.rushcliffe.gov.uk) or things that you have produced or worked on that you could take along to show the panel, to help support your application.
- Arrive on time – the last thing you want is to feel rushed and harassed when you go into the interview.
- Settle yourself down and make yourself comfortable. When asked a question, give yourself time to think about it before you answer.
- You will be asked questions about: yourself, your experiences, your qualities and skills that you would bring to this job, your application form and probably some questions to test your approach and expertise in a particular area of activity.
- Some interviews may include a test, or ask you to make a presentation. In such cases you will be given the necessary details when invited to attend for interview.
- At the end of the interview, you will be asked if you have any questions - don't be afraid to ask. However, there's no obligation to ask questions so equally don't feel you have to!