**All sections to be completed in full**



|  |
| --- |
| APPLICATION FORM **19SNMHSECH Staff Nurse Mental Health** |

Please carefully note the following instructions:

* Please read the Job Specification which provides useful information about the requirements of this post.
* Please ensure you download, read and fully understand the ‘Additional Campaign Information’ document specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/job_search/>
* Please ensure you read the instructions for the completion of this Application Form and complete all areas, including the competency questions section, in full. Failure to complete all areas of the Application Form will result in you not being brought forward to the interview stage of the selection process.
* The HSE has ongoing opportunities for Staff Nurse Mental Health in South East. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Staff Nurse Mental Health candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.
* There is currently no closing date stated for this campaign. Once we have a sufficient number of applicants we may introduce a final closing date. This closing date will be detailed on the Advertisement for this campaign on our website at www.hse.ie.
* 2019 Nursing Graduates/Undergraduates - We are very interested to receive applications from all 2019 Undergraduates/Graduates who are interested in working as a Staff Nurse Mental Health within the HSE. Undergraduates successful at interview will be made dormant on the panel until they provide evidence that they have registered with NMBI. This means that undergraduates cannot be offered jobs until they are qualified.
* Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Skydrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
* It is preferable that Application Forms are typed.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Please read the Job Specification which provides useful information about the requirements of this post.
* Should you be invited for interview, you may take a 'hard' copy (or 'paper' copy) of your application form with you. Mobile devices are not permitted for use during your interview. '
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/) . Further information is also available in the Additional Campaign Information document available on http://www.hse.ie/eng/staff/jobs/job\_search/.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Acts 2014.

***Please return completed application form to:***

|  |
| --- |
| **Email:**   * Carlow, Kilkenny & South Tipperary : [margaret.kavanagh@hse.ie](mailto:margaret.kavanagh@hse.ie) * Waterford: [claire.hayden@hse.ie](mailto:claire.hayden@hse.ie) * Wexford: [maryv.oneill@hse.ie](mailto:maryv.oneill@hse.ie) |
| **Closing Date for Applications:** This is a ‘rolling’ recruitment campaign i.e. there is currently no closing date. We are accepting applications for this campaign on an ongoing basis. |

Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | **Staff Nurse Mental Health** | | |
|  |  |  |  |
| Candidate Reference No. *(office use only)* | **19SNMHSECH** | | |
| **Personal Details** |  |  |  |
| First Name: |  | | |
|  |  |  |  |
| Last Name: |  | | |
|  |  |  |  |
| Postal address for correspondence: |  | | |
|  | | |
|  | | |

|  |  |
| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

|  |  |
| --- | --- |
| Email Address **(mandatory)**:  (You may provide more than one) |  |

**European Economic Area (EEA)**

Are you an EEA (European Economic Area) National? Yes  No

Please see Appendix 2 of Additional Campaign Information for definition of an EEA National.

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see Appendix 2 of the ‘Additional Campaign Information’ document for further information and for a definition of an EEA National.

|  |
| --- |
|  |

In order to help us gauge the efficiency of our advertising strategy for this campaign, we would appreciate if you indicated below where you saw the campaign advertised. *+*

|  |  |
| --- | --- |
| LinkedIn |  |
| HSE Website |  |
| Word of mouth – my manager/colleague |  |
| Notification from HSE Talent Pool |  |
| Other – please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

*\* More than one indication is allowed.*

**SKYPE INTERVIEW REQUEST**

If you reside overseas do you require a Skype interview? Yes  / No

If yes please provide your Skype ID

**NB Please note, that due to limited resources, we cannot guarantee that all requests for SKYPE interview will be met.** We will prioritise applicants who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.For further information on SKYPE interview requests and a list of the required documents, please see “Appendix 6” of the “Additional Campaign Information” document.

1. **Superannuation Schemes**

Please indicate in the table below if you are currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes or any other Public Sector Superannuation Scheme listed at 1-5 below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes** | **No** |
|  | Local Government Superannuation Scheme (LGSS) |  |  |
|  | Health Service Executive Employee Superannuation Scheme |  |  |
|  | Voluntary Hospital’s Superannuation Scheme (VHSS) |  |  |
|  | Nominated Health Agencies Superannuation Scheme (NHASS) |  |  |
|  | Other Public Service Superannuation Scheme  If yes, please provide further details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

If you have answered ‘yes’ in relation to being in receipt of a Voluntary Early Retirement or Ill Health Early Retirement pension from any of the above Superannuation Schemes please refer to Appendix 4 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**

* **I am currently a HSE employee\* Yes**  **No**

\*HSE Employee = you are a direct employee of the HSE and not in a post funded or partially funded by the HSE

**Please tick the HSE area in which you work**

|  |  |  |
| --- | --- | --- |
|  | | **Please specify your location** |
| HSE Dublin Mid Leinster |  |  |
| HSE Dublin North East |  |  |
| HSE South |  |  |
| HSE West |  |  |

If you answered yes to the above question, please choose the option below which best matches your current contractual status:

* **I have a permanent contract**

**or**

* **I have a temporary contract**
* **I am currently an employee of a Voluntary Organisation (e.g. St John of God) Yes**  **No**
* **I am an employee of the Private Health Service (e.g. Private Nursing Home/Hospital) Yes**  **No**
* **I am currently an Agency Nurse working in the HSE Yes**  **No**
* **I am currently an Agency Nurse working in a voluntary setting Yes**  **No**
* **I am currently working in the NHS (NI/UK) Yes**  **No**
* **I am currently an Agency Nurse working for the Private Sector Yes**  **No**
* **I am not currently working as a Nurse Yes**  **No**

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

**Please indicate below if you are registered in the Mental Health Division of the Register of Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered**

|  |  |
| --- | --- |
| **Registration** | **Pin Number** |
| I am a fully qualified Mental HealthNurse with Active An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) registration |  |
| I am a fully qualified Mental HealthNurse with Inactive An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) registration |  |
| I am a fully qualified Mental Health Nurse registered with a European Authority other than An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) |  |
| I am a fully qualified Mental Health Nurse registered with a non European Authority |  |
| I am a Pre-Registration Nurse who is due to graduate before 31st December 2019 (Mental Health) |  |
| The date my name was entered on the register for the Mental Health division(s) is:  Please enter as DD/MM/YYYY |  |

Seeking registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) is the responsibility of the applicant. *Please read Appendix 1 Additional Campaign Information for more information on registration.*

**A:** Please tick the College/University in the Republic of Ireland from which you were awarded a nursing qualification.

**B:** If you attended a College/University outside of the Republic of Ireland but within the European Economic Area, please tick the country in which you were awarded a nursing qualification.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | | **B** | | | | |
| I graduated in the Republic of Ireland from a college listed below: | | I graduated in a country other than the Republic of Ireland: | | | | |
| **Colleges/Universities in the Republic of Ireland**  Mark your college with an X | | **Country of Qualification**  Mark the country with an x | | | | |
| Athlone Institute of Technology |  | | Austria |  | Liechtenstein |  |
| Dublin City University |  | | Belgium |  | Lithuania |  |
| Dundalk Institute of Technology |  | | Bulgaria |  | Luxembourg |  |
| Galway Mayo IT |  | | Cyprus |  | Malta |  |
| Letterkenny Institute of Technology |  | | Czech Republic |  | Norway |  |
| University of Limerick |  | | Denmark |  | Poland |  |
| Waterford Institute of Technology |  | | Estonia |  | Portugal |  |
| University College Cork |  | | Finland |  | Romania |  |
| Tralee Institute of Technology |  | | France |  | Slovakia |  |
| National University Ireland, Galway |  | | Germany |  | Slovenia |  |
| National University of Ireland, UCD |  | | Greece |  | Spain |  |
| Trinity College, Dublin |  | | Hungary |  | Sweden |  |
|  |  | | Iceland |  | Switzerland |  |
|  | | | Italy |  | The Netherlands |  |
| Latvia |  | United Kingdom |  |
| **I graduated from a country other than those listed above:** | | | |
| Please provide country name in the space below: | | | |
|  | | | |

**Geographic Area**

It is the intention of HBS Recruit to form panels in order of merit by specialty area, and that geographic area will not play a part in panel formation. However, should there be an overwhelming volume of eligible applicants we may be required to call applicants forward to the next stage of the process by geographic area choice. This means that panels would be formed in order of merit by specialty and geographic area. You should make your choice based on where you would most like to work. You may choose a single geographic area per application from the choices listed below.

No changes can be accepted to geographic choice after the closing date and time for the submission of application forms.

|  |  |
| --- | --- |
| Carlow |  |
| Kilkenny |  |
| South Tipperary |  |
| Waterford |  |
| Wexford |  |

All Staff Nurse (Mental Health) applicants are automatically included for the specialty area Adult / Older Adult / Psychiatry of Later Life Mental Health and Intellectual Disability (with a Mental Health Diagnosis).

You may choose the additional speciality area of CAMHS if you wish.

**I wish to be interviewed also for the following Speciality Area:**

Child and Adolescent Mental Health (CAMHS)

Further information on Mental Health Services is available on <http://www.hse.ie/eng/services/list/4/Mental_Health_Services/>

**ADDITIONAL EDUCATIONAL ACHIEVEMENTS**

**Please include second level and third level educational achievements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From DD/MM/YY**  **To**  **DD/MM/YY** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
|  |  |  |  |  |  |
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### DETAILED CAREER HISTORY – listing the most recent first

**IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to present date).**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**Detailed Career History - please begin by listing the most recent first.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **DD/MM/YY** | | **Employer** | **Title of Post** | **Main Roles and Responsibilities** |
| **From** | **To** |
|  |  |  |  |  |
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### Supplementary Questions 1 - 3

**A guide to completing competency questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas. A summary definition of each skill area is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) in Appendix 1. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview**, **should you be called to one.**

|  |
| --- |
| **1. Planning and Organising Skills**  It is important that the Staff Nurse Mental Health has the ability to plan and organise resources efficiently and effectively within specified timeframes. S/he co-ordinates and schedules activities, managing unexpected scenarios when they arise. S/he is flexible in approach to his / her workload and is open to change.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2. Building & Maintaining Relationships**  It is important that a Staff Nurse Mental Health demonstrate good interpersonal skills and the ability to build and maintain relationships. S/he will have the ability to work independently as well as part of a wider healthcare team and display a supportive work style including strong empathy with service users / others.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **3. Commitment to Providing a Quality Service**  An effective Staff Nurse Mental Health will demonstrate a commitment to providing a quality service. S/he is innovative and open to change in striving to ensure high standards in service delivery. S/he ensures that all service users are treated with dignity and respect and makes certain that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

**General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1:** Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Service Management (Recruitment and Appointments) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004.

* where he / she has not been appointed to a post, he / shall be disqualified as a candidate; and
* where he / she has been appointed as a result of that process, he / she shall forfeit that appointment

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign application will render it invalid[[1]](#footnote-1).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Name of Applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:**

Please give three referees (including your current employer). Please ensure that the referees you provide are from a clinical perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Name and Job Title of Referee:** | |  | |
| Professional Relationship to candidate: | |  | |
| Postal Address: | |  | |
|  | |
|  | |
| Telephone Contact Details: | | Mobile: | Landline: |
|  | | | |
| Email Address: |  | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Name and Job Title of Referee:** | |  | |
| Professional Relationship to candidate: | |  | |
| Postal Address: | |  | |
|  | |
|  | |
| Telephone Contact Details: | | Mobile: | Landline: |
|  | | | |
| Email Address: |  | | |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **3. Name and Job Title of Referee:** |  | |
| Professional Relationship to candidate: |  | |
| Postal Address: |  | |
|  | |
|  | |
| Telephone Contact Details: | Mobile: | Landline: |
|  | | |
| Email Address: |  | |

**Equality Monitoring Information**

Candidates please note this data is for administrative records only, and **does not** form part of the information submitted to the interview board, or any portion of the appointments process.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Date of Birth |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Nationality |  | Gender |  |

**Applicant Checklist**

We recommend that you check your application form carefully to ensure that you have included / clearly illustrated / answered:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| 2 | That you have made a single geographic choice on page 7 |  |  |
| 3 | That the information you have provided with regard to your eligibility to apply on page 6 shows clear dates e.g. DD/MM/YY, periods of employment, job titles, education courses, college names, qualification titles |  |  |
| 4 | Supplementary Questions 1 – 3  (Each question must be fully completed to ensure eligibility to progress in this campaign) |  |  |
| 5 | If you have requested a SKYPE interview, that you have submitted the requirement documentation with your application by the closing date and time for receipt of applications. |  |  |
| 6 | Work Permit Documentation (if relevant to non EU applicants) (Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required) |  |  |
| 7 | That you have downloaded or printed the Job Specification and Additional Campaign Information for future reference. | | |

**If all required details / documentation (as above) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. short listing / interview**

# Appendix 1

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions:**

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position of **Staff Nurse Mental Health**. The skills and qualities are outlined in the Questions Areas 1 – 3.

All question areas must be completed and remember that you will be questioned on all areas at interview**.** The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each **Question Area** **1-3**, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what youhave done - for example, do not simply say that “X was successful”, describe exactly whatyou did and how you demonstrated the skill or quality in question.

**Do not exceed the space allowed in the boxes.** One of the key skills required of the **Staff Nurse Mental Health** is the ability to **write clearly and concisely and your written communication skills will be assessed against what you write on your application form**.

For each example please include the following:

**(a)** **the nature of the task, problem or objective;**

**(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**

**(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Notes:

1. You may use a word processor to reproduce these pages and type your replies

* It is recommended that you keep a copy of this section of the application form

Guidelines for Completing the Supplementary Questions

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

# Examples on how to complete this section of the application form

**Skill Area: Communication Skills:** *able to adapt your communication style to particular situations and audiences….. able to produce clear and concise written information….*

***Example 1:*** *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

***Example 2:*** *(a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

*(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

*(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit*

**Example 1 (above):**

This is **not** a good example because it:

* does not give sufficient details of exactly what the person did or how they actually demonstrated their *“ effective communications skills”*
* also, it is not clear where the information requested at (a), (b) and (c) (supplementary section) is presented.

**Example 2 (above):**

This is a **better** example because it:

* describes exactly what the person did and how they communicated, for example

***“…..consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “encouraged clients to ask questions”***

* also, it is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

**Reminder:**

**You have to complete Question Areas 1-3. Please note that all 3 areas must be completed at the time of application.**

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. [↑](#footnote-ref-1)