

# Guidance on completing your application



Supporting refugees, asylum seekers & those with no recourse to public funds

## Demonstrating your qualifications, experience, knowledge & skills

Thank you for the interest you have shown in our vacancy. These notes are to help you make the most of your application.

The person specification will state what essential (marked using an E) qualities are required for the job. These are prerequisites for the job. Desirable qualities would be examples that would enhance your suitability for the post but are not prerequisites for the job. We shortlist based solely on the information in your application form, so please ensure that you follow the guidelines for completing the form and that you address each point marked E on the person specification so that we can assess your suitability for the role. If you do not meet a desirable point on the person specification you do not need to address it in your application.

The application form asks you to tell us about your 'Qualifications, Experience, Knowledge, Skills & Other'. In this section you must show how you meet the essential criteria set out in the person specification section of the job description. Voices in Exile requires the successful applicant to demonstrate through specific examples that they have both the knowledge, technical skills and experience to fulfil role requirements.

Address each of the points marked 'E' in the person specification in turn, and for each one try to provide a real example that describes how you can demonstrate what is required. Applicants who merely state that they have the knowledge and experience will not be shortlisted for interview. Rather than just formal work experience, we are also looking for your capabilities, as we are aware that not everyone has had the opportunities to grow their job experience in the same ways. We value lived experience, so feel free to share experiences from work, from voluntary work and from your non-work life that connects you to experiences of migration.

Some people find STAR to be a useful memory aid:

- Situation – What? Where? When?
- Task – What was the challenge?
- Actions – What did you do?
- Result – How did it end up?

The example below shows how to address each point in the person specification and provide evidence to demonstrate your points.

EG. Experience of designing and delivering social research and/or community consultations

### Example of a poor response:

*I have experience of designing and delivering community consultations. I am extremely skilled when it comes to writing questionnaires and am passionate about community consultation. I have the skills and experience to be able to deliver research for VIE.*

**Why is it poor?** This answer gives us no tangible evidence that the applicant has experience. They could have used a specific example of a consultation they were involved in, a training they had attended, or examples of times they had used certain skills or gained experience that would lend itself to delivering research.

**Example of a good response:**

*A large part of my role with my current employer is to administer and coordinate a research project regarding the health and wellbeing of people over 60 years old who take up health walks for our local GP consortium. This research project is looking into the positive impact that walking in later life can have on the health and wellbeing and social isolation of older people taking up both exercise and a group activity. This research included coordinating focus groups, telephone discussions, and online/paper questionnaires. The final report with recommendations was presented to the GP consortium (I gave a power point presentation) and has been used in a national health project. In another role I was required to conduct interviews with service users at various stages in a research project, write questionnaires and put this data into a useable format to be analysed. Alongside this, I have written and handed out questionnaires to older people and agencies that work with this client group in the local community, to find out what they would like from services and what they think is missing. This information has been used this information to set up extra services that run alongside the lunch club for people suffering with the after effects of a stroke.*

**Why is it good?**

This person gives several specific scenarios in which they have demonstrated their ability to design and deliver social research. They explained what they were responsible for and helped us understand how they did it.

**Please note that, due to our high volume of applications, we are unable to provide feedback for those who are not shortlisted for interview.**