

# Guidance on completing your application



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

**Please submit your application in the form of a Word document.**

## **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.

**Note that there is a 2 page maximum for this section.**

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 strictly necessary for you to fulfil the role. 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?

### **If you are using AI to help write your application**

Please ensure that you are not relying on AI to fully respond to questions within the application and that you only use it for preparing a first draft, formatting, and spell checking.

We recognise that more people are using AI to help with job applications. However, use of AI in your application for this post needs to be limited and tailored. While AI can be helpful for brainstorming, organising your thoughts and checking your grammar, it can produce applications that are generic and fail to reflect your unique skills, experience and voices – and it is these that we will be scoring you on in the recruitment process. Be aware that over-reliance on AI can result in very similar applications which are likely to stand out to the employer as being AI generated!

We read every single application we receive and do not use AI in any part of our decision making. We want to hear your unique voice, so please use your time to tailor your responses to add context and details specific to your skills and experience.

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