**Supporting statement guidance notes**

When applying, applicants are asked to provide a statement saying why they are applying for the vacancy. This statement is a personal marketing tool, presenting evidence to support the essential or desirable skills, abilities and knowledge, personal qualities and experience detailed in the person specification. The statement must be accurate, up-to-date and must be presented so that it makes the best impression possible.

When preparing the statement, you need to bring together:

* Details of the job itself - job description
* Details of the skills, abilities and knowledge, personal qualities and experience - person specification
* Evidence from your personal profile that matches the criteria in the person specification.

**Tips on presenting your statement**

* Check your spelling, grammar and punctuation before submitting your application

**Relevant skills and knowledge**

Start by identifying what is required and then give details. Use specific examples from your work experience, any course work you have undertaken or any voluntary work and interests; in short, from any area of your life that seems appropriate. For example:

* Team work: demonstrate how you have worked well with others in order to achieve a common objective

**Personal Qualities**

Again, identify what is required and give details. For example:

* Flexibility/adaptability: show how you have the ability to handle change and adapt to new situations.

**Experience**

This can include relevant experience in your current role or any situation in which you were working. Any examples may be used to show you have the experience required for the job in question by virtue of the experience you have developed.