

## **Suitability for the Job – what does it mean?**

Before you fill in the Base 51 application form, please look through the job description and person specification.

**The *job description* tells you what duties and responsibilities are involved in the job.**

**The *person specification* tells you what duties we believe would be the skills, knowledge, experience and values of someone who would be most suitable for the job.**

The recruitment panel will assess each application against the person specification.

The person specification identifies which criteria we will use to decide if someone will be selected for interview. ***You will need to show that you meet all of these requirements to be shortlisted for an interview.***

When you fill in the section on the application form headed '***Information in Support of Your Application***' you will be showing us how you feel you meet the requirements we have set out in the person specification. The recruitment panel will not be able to make assumptions about what you have to offer – *you have to tell them!*

This part of the application form can be divided into headed paragraphs which relates to one of the sections of the person specification such as knowledge, skills and abilities etc. Under each heading you should tell the panel how you feel you may meet each point on the person specification which relates to that section.

You will need to be able to provide some evidence to the panel that you meet each criteria on the person specification. It is not sufficient just to say, for example 'I can work on my own initiative.' You should try to give **information and examples, which illustrate how you meet each criteria.**

This might include:

- **Things you do or have done** in paid or unpaid work or in other activities
- **Information / examples** which illustrates your knowledge or understanding of an issue
- **Situations** you have been in
- **Pieces of work** you have been involved in
- **Feedback** you have received

The panel will not judge your application on the volume of information you provide, so one good example of how you meet the criteria will be better than several which are less relevant.