

Completing Your Application Form

Full details on completing your application form can be found at the Council's vacancy page '[How to Apply](#)'. This page provides information and guidance on completing on each section of the online form.

Personal Statement

The personal statement section of the application form is your opportunity to demonstrate how you meet the requirements of an advertised role.

Prior to completing your application form you should carefully read the **job description** which lists the key tasks and duties that you would be expected to carry out and the **person specification** that details the skills, experience, qualifications and aptitude that the selection panel are looking for.

The interview panel will shortlist applicants for interview based on their ability to demonstrate that they meet these criteria.

It is therefore important that you provide us with the written evidence of how your experience, qualifications, knowledge, skills and abilities, etc. match each of the requirements in the person specification.

You should provide evidence of how your education, training, experience, attitude, skills and knowledge meet the criteria, giving specific examples where possible, to enable the selection panel to gauge your levels of experience, etc.

Do not leave out any relevant experience, skills or knowledge gained, wherever or however it was gained e.g. voluntary or unpaid work can be important.

Your personal statement should be completed fully to demonstrate how each of the criteria are met.