

Section 6 – Guidance for completing the further information on knowledge, skills, abilities and experience

This is your opportunity to tell us why you are suitable for the job, and is a very important part of your application. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities and qualifications required to do them effectively. When writing your response, number your points corresponding to the numbered points in the job description and person specification.

For example, if the job description states: "1. Experience of working in a team" you might write in section 6: "1. I have worked successfully in a team for 18 months, building relationships with teammates and working cooperatively to completed tasks efficiently."

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, school or college activities, or at home.

It is helpful to ensure that the information you give is as relevant to the job description and person specification as possible. Write in a positive way using examples of what you did and what activities you engaged in. Give examples of how you used your skills and abilities, e.g. "I organised..." "I helped..." "I directed....." "I supervised"