## Completing your Application Form

The information you provide in your application is the **ONLY** information we will use in deciding whether or not you will be short-listed for an interview. Your application form therefore is very important and the following advice is designed to help you complete it as effectively as possible.

1. Do not send us your CV instead of an application form: this will not be considered and your application will be rejected.

2. Do not alter the application form. Each form is unique to its job and any alteration to the questions or job title will mean your application is rejected.

3. The application form specifies a word limit for each criterion. If you significantly exceed this limit, this could disadvantage your application particularly if the ability to write succinctly and clearly is a criterion.

4. Please use black font as this produces clearer photocopies. You may continue your application on one or more sheets: please attach these to your form with your name and job reference number clearly marked on the top.

5. Applications must be received by the closing date stated on the job application: any received later than this will not be considered.

## Guidance on completing your Application Form

1. The job description describes the main duties of the post and the skills, experience and qualifications we are looking for. These are the criteria against which your application will be assessed. You also need to study the description of the duties as this will give you the context in which these skills will be used.

2. For each of the criteria, consider your personal experience in each of these areas. You should provide at least one recent and relevant example. For each example you should describe briefly:
   - What the problem or task was
   - What you did
   - What the outcome was

### Examples:

**Team-working**: give examples of a task or project you worked on with a team. How the team worked together? What did you personally do to contribute to the task? What was the result? Did you exchange knowledge to help raise the standards of your team members – why, how and what?

**Problem-solving**: give examples of when you have resolved a particular problem. Explain what the problem was and how you set about finding a solution? What did you suggest and did you think of anything outside the normal procedures? Was it implemented? What was the outcome?
## Interview Tips

### Whether you think you can or you think you can’t – you’re probably right! (Henry Ford)

Time taken to prepare for an interview is time well spent. Well prepared interviewees are more likely to make a positive impression at the interview.

### Before your interview

- Know who to ask for on arrival
- Know your recruitment contact’s telephone number in case of a delay or problem
- Know the exact address and location of the House of Commons building where your interview is taking place.
- Give yourself plenty of time to get to the interview location
- Dress in appropriate business wear
- Research the House of Commons and the post you are interviewing for.

### During your interview

- The interview panel is normally made up of three or four people. They will each ask you questions which enable you to expand on your application so that you can show how far you meet the essential requirements of the post. You will also have an opportunity to ask us about the job, the terms and conditions of service etc.
- As with your application form, support your answers with examples from your personal experience. Discuss the situation; what you did and the outcome.
- If you are unsure or your confidence level dips during the interview, the interview panel will notice. Sometimes your attitude is even communicated non-verbally.
- Ask for clarification if you are unclear about what is being asked and remember it is fine to take a moment or two to shape your answer.
- Express yourself clearly and concisely.

### Good luck!