

Guidance: How to complete your application's supporting statement

This document provides you with guidance and examples on how to complete the **Personal Statement** section of your application form.

Why your Personal Statement is so important:

The shortlisting panel will use your Personal Statement to assess how well you have demonstrated that your knowledge, skills and experiences meet with the **person specification** and **job description**. To demonstrate how your skills, experience and knowledge make you suitable for the role, you should provide evidence and specific examples which cover the points on the person specification list, in the job description.

We value transferrable skills, so if you do not have direct experience in the role that you are applying for, we encourage you to provide examples that can meet the requirements from other areas of your working, volunteering or personal life.

How can I make my Personal Statement shine?

There are a variety of methods you can use, to ensure that you are fully addressing the personal statement section. One of these methods is the **STAR technique**, you can use this to help you provide clear and structured examples.

What is the STAR technique? STAR stands for:

Situation

Set the scene and background to your example - *When and where was this and what happened?*

In my current role as Health Care Assistant at XXXX, I had to manage a challenging situation involving a safeguarding alert...

...during the safeguarding process, I was able demonstrate my ability to: understand and follow policies and procedures, sensitively support the family with my strong communication skills and write detailed but concise reports for internal and external use.

Task

You should describe what YOU did – *What was your contribution in the event/task/situation?*

I was responsible for the accurate recording of support plans

One of my responsibilities was to.....

I was accountable for providing...

Action

You should detail your actions - *What did you do and how did you do it?*

Don't summarise or create a list of what you did. Instead, explain what you did:

Through liaising with the multi-disciplinary team and the service user, I was able to organise a care needs assessment to support the provision of a much needed package of care

I listened to the service user, to understand what they felt they needed and worked with them to complete a support plan.

And how you did it:

I discussed with the service user how they were managing day to day at home. I identified with them the aspects of daily living that seemed to be causing them difficulty. We talked through a range of options that could help make life easier and the service user decided they would like some help at home. I contacted their social worker, with their permission and on their behalf, who organised a care needs assessment.

Result

Conclude your response with: What was the result/outcome of your actions?

Wherever possible, the result/outcome should be highlighting either a positive outcome, an achievement or a situation where upon reflection you might have done things differently or will make changes for the future.

For example, as a possible result/outcome response for the checklist item 'the *ability to prioritise and manage your own workload*'

As a result of my Action..... that week, I was able to complete the three urgent deadlines that I had been given. This led to my manager being able to finish their report in time and also the handbook being reviewed and approved, before it went out to staff.

Or an example of a "upon reflection" response

I was able to complete the urgent work in time to meet the deadlines. However due to focusing on meeting those deadlines, I had to work a couple of late nights to catch up with my other tasks. So for future urgent deadlines, I now ask people if they would stagger their deadline dates, so that I do not have to work late to finish all of my other tasks.

So if I follow the above method, my application is guaranteed success?

Nothing is guaranteed but it stands a good chance!

Remember, the STAR technique is just one of a few methods out there, which you could use (if you choose to do so) to help you. Other methods can be found on the internet.

What's important is to ask yourself when completing each person specification item:

- Have I provided an example that answers the person spec item?
- Does that example fully address the item?
- Does that example demonstrate my experience and abilities for the job role?