



## **Guild of Students Application Form Instructions**

We will use the information supplied on your application form to decide whether to select you for interview. Please follow the below guidance in order to maximise your chance of obtaining an interview with us.

### **General Tips**

Before you start filling out the form, please check you have all the information you need such as the dates of your courses and employment dates.

You are **not** required to submit a CV or Cover Letter and we will not refer to these if they are included in your application. The shortlisting will only be based on the information you put on the application form itself.

Ensure that you have the **job description and person specification** to hand when filling in the application form as this is what the Guild selection panel will be comparing against, so bear it in mind at all times when considering your answers.

### **Completing the Form**

You can apply to be considered for up to three different roles in your application form. You can only apply for one vacancy if you wish, although we recommend applying for multiple roles if possible.

### **Main Question: What skills, knowledge & experience make you a strong candidate for this particular Guild post?**

This is the main question of the application form and requires a longer answer. Your response will be against the **person specification for the role you are applying for**, so please refer to this when writing this. If you are applying for multiple roles, please tailor your answer to each roles person specification. Very brief answers mean we cannot get an idea of your skills and experience and you will be unlikely to be selected for interview. You can use the format below to help you:

**Circumstances** - One line to indicate the situation

**Actions** - One or two lines on your contribution to the situation

**Results** - Give an indicator of your success e.g. outcomes or results achieved

**Skills** - Bullet or add a line on skills achieved

Please ensure you answer **all** of the questions on the form.