

# How to Complete a Competency Based Application Form

## About the competency based application form

This is a competency-based application form, so the shortlisting panel will be looking for evidence from your past actions, behaviours and experiences to see if you have the technical ability and previous experience to be able to successfully undertake the role.

## Preparing your evidence

Your evidence needs to be structured and provide details on the specific personal quality.

Use the acronym STAR to structure your evidence:

**SITUATION:** Describe WHAT happened, the environment YOU were in, what was the background, who was involved and your relationship to them?

**TASK:** What needed to be done to sort the problem out? What tasks needed to be completed? How was the task organised? Was there any consultation?

**ACTION:** What YOU did to actually help the situation or ideally solve it? Remember this is what you did, not what someone else did. Why did you take that course of action? When did it take place? Where did the situation take place? Were there any complications or barriers that you had to overcome? What were the implications for others of your actions? What benefits were there?

**RESULT:** What was the outcome, how was the situation left? What would have happened if you had not taken action? What did you learn from the task? What would you have done different? How did the situation make you feel?

What is good evidence?

- Give specific examples explaining 'how' not 'what'.
- Do not use multiple examples – one or two good examples is better than several weak ones.
- Avoid being vague or ambiguous.

- It is important to describe what part you played in the example provided – the how you did something not the what.
- Although we want detail, please avoid writing at length without saying anything important or adding value to your evidence.
- Be careful of statements – ‘it is important that we engage the community’ ..... – the evidence should be around how you are engaging the community.
- Demonstrate your awareness of the various factors that needed to be taken into account during the situation you’re writing about.

When writing about the results and out comes remember to:

- give clear examples.
- supply any facts or statistics that strengthen your answer.

Avoid jargon, words and phrases which are (or can be construed as) misleading or ambiguous such as:

- ‘be aware of’
- ‘have an awareness of’
- ‘be prepared for a variety of’