# Shortlisting questions for Level 6 Trading Standards Professional Apprentice

## Guidance for applicants

As part of your application, you will need to provide answers to some shortlisting questions.

Do not send this document as a separate attachment. You will answer these questions on the online application system.

Your answers to the shortlisting questions are the most important part of your application. They will be used in the shortlisting process to assess whether:

* you meet the essential requirements for the role set out in the person specification
* you should be offered an interview.

Before you start your application, please read our guidance on [completing the application form](https://www.brighton-hove.gov.uk/jobs/council-jobs/application-form-guidance) and [on answering shortlisting questions](https://www.brighton-hove.gov.uk/jobs/council-jobs/shortlisting-questions-guidance). These give important advice which will increase your chance of success in the shortlisting process.

These are the questions you will be asked in the online application for this role. Do not answer them on this document. Instead, add your answers in the boxes that will appear as you go through the online application process.

1. **Trading Standards serves the entire community**.

Please give an example of how you've worked effectively with or for people from diverse backgrounds or with different needs.

**2. Trading Standards Officers work as part of a team and with partner organisations.**

Describe how you approach teamwork and provide an example of how you've successfully collaborated with others to achieve a shared goal or solve a problem.

**3. Part of the work of a Trading Standards Officer is dealing with a range of people with diverse communication needs.**

Please tell us about a time where you had to communicate important or complex information to someone in a different way.

**4. Good written skills – to be able to write clearly and accurately**

Please tell us what experience you have had of having to keep accurate written records and writing reports.

**5.** **Ability to prioritise tasks**

Please give an example of a time you have managed work or other situations where you had competing demands. How did you decide what to prioritise?

**6. Trading Standards work sometimes requires assertiveness when dealing with businesses or individuals under investigation.**

Please share an example of when you needed to be assertive in a challenging situation. How did you communicate clearly and confidently while still respecting others involved?