

Knowledge, Skills & Experience Supporting Statement Guidance

The job you are applying for requires you write a supporting statement.

It is the most important part of your application as it will be used in the shortlisting process to assess whether or not you meet the essential requirements for the role that are set out in the person specification for the job and whether you should be offered an interview.

Top tips to help you write your Supporting Statement

- Read the person specification for the job thoroughly before you start
- Think carefully about how you meet each of the job requirements by considering what you have done in the past
- If you have little or no work experience, think about the skills you developed at school, home, college, through voluntary work or a hobby that you can transfer to the workplace
- Provide practical examples of real life situations of when and how you used the particular knowledge, skill or experience
- Write a response against **all the essential criteria** mentioned in the person specification.
- Use the essential criteria points as headings and the STAR model below to help structure your answers. We have provided you with three different types of jobs along with the responses to the criteria on the person specification to help you. **If you do not write your answers in this way, you are unlikely to be shortlisted.**

STAR Model

Situation	Briefly set the context for the activity you are describing and make it relevant to the job you are applying for
Task	Briefly describe what you had to do
Action	Explain what you did, how and when you did it. Tell us about the processes you used, the reasons for the choices you made and the key things you did to deal with the situation
Result	Tell us what the outcomes of your actions were and what difference they made

- Example 1: [Administration Assistant \(MS Word 18.2KB\)](#)
- Example 2: [Care Officer/Care Worker \(MS Word 19KB\)](#)
- Example 3: [Programme Manager \(MS Word 19KB\)](#)