

## **Guidance on how to complete the Supporting statement of your application**

This document has been created to provide you with guidance and examples on how to complete the supporting statement section of your application form.

### **Why is the Supporting Statement section so important?**

This section of your application form is the important part because the information you provide in this section, is used by the shortlisting panel to assess how well you have demonstrated your suitability for the role.

To demonstrate how your skills, experience and knowledge make you a suitable for the role, we ask that you provide evidence and specific examples, for each person specification point listed on 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 Supporting Statement stand out from the rest?**

As we can receive around 300 application forms every month for our various job vacancies, you want to give your application every chance to outshine the rest of them!

There are various methods that you can use, to make sure that you are fully addressing the supporting statement section.

One of these methods is the STAR technique, which you could use to help ensure that you provide a full and clear example.

### **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 Support Worker at Sage Circle, I had to deal with a difficult situation when we had a fire safety incident*
- *Two years ago I was working as a volunteer in a legal firm. While working there, I was able to put my strong written communication skills into practice, when I was asked to produce summarised versions of specific legal reports. During my studies for a Diploma at Elm Square College, I developed group coordination skills when I was made project leader on a class group assignment.*

**Task-** You describe the role that you played – *What was your involvement?*

- *I was responsible for the safety and security of everyone in the building .....*
- *One of my duties/tasks was to.....*
- *I had to delegate tasks according to each person's strengths*

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



Don't summarise or create a list of what you did.

- *E.g. Through the key-working sessions that I had with the client, I was able to support them in getting suitable accommodation.*
- *E.g. Through the key-working sessions that I had with the client, I talked to them about action plans. I supported them to set personalised goals. I provided support with daily living activities, and documented our key-working sessions, etc.*



Instead, do explain what you did

- *The key - working sessions that I had with the client, involved us talking through their immediate expectations and goals for the future. I discussed with the client how we together could best achieve one of their main goals, which was to be housed in suitable accommodation according to their needs. I helped the client create a realistic plan and timeline on how they could achieve this.*



And how you did it

- *I supported them in contacting social, housing and support services and I also supported the client with filling out their application for housing benefit and completing other paperwork. I then contacted housing agencies and liaised with them to get my client suitable accommodation. Eventually suitable accommodation was found and I was there to support the client to meet with the housing officer, as well as helped them with the paperwork to be signed off and the licence agreement.*

**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'

An example of a "positive outcome" response

- *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*

*statistical report in time and also the promotional handbook being reviewed and approved, before it went to the publishers.*

Or an example of a “upon reflection” response

- *OR 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 duties. 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 duties.*

**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. These other methods can be found on the internet.

What’s important is to ask yourself when completing each checklist item is:

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

Best of luck!

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