

Application guidance notes

GMPF careers website

These guidance notes are intended to help you make the most of your application for a role at GMPF. Our decision to invite you for an interview is based solely on the information you provide in your application.

Overview of our application process

Applications for roles at GMPF are completed through www.greater.jobs with all application forms anonymised so no personal information will be included for the recruitment panel at this stage. If your application form is shortlisted following the closing date, you will receive an email from Tameside Metropolitan Borough Council HR department with the details of your interview. The recruitment panel will then be sent your full details as provided on your application form.

Completing the online application form

Before starting your application, it is important that you read through the job description and person specification as this will indicate the skills, knowledge, and experience needed to successfully carry out the role.

Throughout the recruitment process the panel will be assessing how you meet the **essential** criteria listed on the person specification at each stage i.e., application, interview, and test.

To be shortlisted for an interview you will need to use the 'Knowledge and Experience' section of the form to demonstrate how you meet all the **essential** requirements from the person specification that will be assessed at the application form stage.

Do:

- Draft and save your response electronically before copying & pasting it into the online form, checking it reads properly and there are no spelling or grammatical errors (e.g., in Microsoft Word).
- Make sure you give as much detail as possible and use clear and specific examples to provide background or context.
- Avoid statements such as 'I am an excellent communicator' or 'I have lots of customer service experience' as these do not demonstrate any evidence to show **how** you meet a key skill.
- You may want to use the **STAR** approach outlining the **s**ituation, the **t**ask, the **a**ction you took and the **r**esult.

- Ensure that you have covered all the relevant essential criteria that will be assessed at the application stage – you may want to use each criteria as a heading in your application.
- Save regularly when completing the online application form to avoid losing any information already entered.
- Give yourself plenty of time to complete the form as we do not accept late applications.
- Use the 'contact us – Application query' link at the bottom of the application pages if you have any questions regarding the application process.
- Ensure that all the information you have entered on the form is correct and up to date before submitting your application.

If you are shortlisted, please remember to look at the **essential** criteria that you will be assessed on during the interview and on the test.