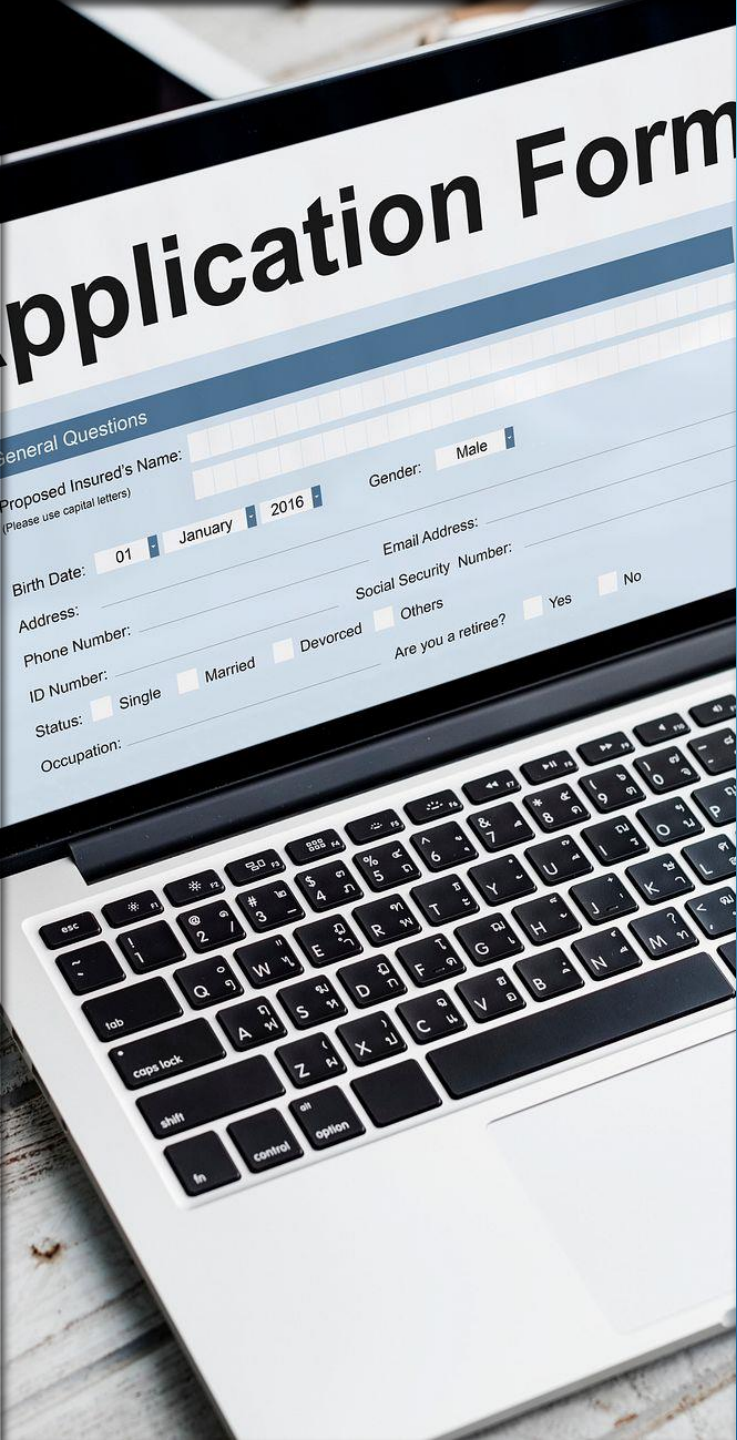


TIPS FOR APPLICATION SUCCESS



1

Do some research about us as an organisation (LPFT) and understand our values.

2

Do the groundwork – read and understand the role, make contact with the manager to ask questions or arrange an informal visit.

3

Bank shifts or volunteering can be helpful if available to understand more about the role.

4

Most vacancies will close on the closing date shown in the advert, but occasionally a vacancy can close early. So please don't wait. Apply as soon as you can.

5

We will keep you up to date on TRAC at every stage, whether you are successful or not

GENERAL ADVICE

Thoroughly read the job description and understand the role you are applying for.

Consider providing examples from either your work or personal life to demonstrate your skills and experiences.

Highlight your transferable skills, how you use them and how they will help you deliver the role.

Read back through your personal statement and cross reference it to the job description and advert to ensure you have covered all the criteria.

Don't cut and paste between previous applications – the interviewers can tell.

Make sure your application is a true reflection of you and if you use artificial intelligence (AI) to prepare your application please use it to enhance rather than create your personal statement.

If you're invited to interview, you'll be asked if you require any adjustments and wherever possible we'll try to accommodate this.

Anyone with a disability who meets the essential criteria is guaranteed an interview. Complete the Equal Opportunities section and choose the option to be included in the "Guaranteed Interview" Scheme.

APPLICATIONS

- Plan your day/route so you can arrive on time.
- Present yourself professionally.
- If your interview includes delivering a presentation, prepare it well and practice, practice, practice!
- Try to anticipate the questions based on the job description and person specification.
- There will always be an Equality, Diversity and Inclusion (EDI) based question for the role.
- We will ask you scenario-based questions. These usually start with “give us an example of” or “can you think of a time when”. To prepare, think about your past experiences, successes and challenges. You could use work and personal situations to answer these types of questions.

INTERVIEWS

Preparation, Preparation, Preparation



The panel will make a decision based on your interview so ensure you give as much information about your experiences as you can.

Take a notepad with you and don't be afraid to have a few prompts on it for yourself. If you are online, you can do this using post it notes on the screen.

Ask a question at the end or use this as an opportunity to share anything you want them to know about you but haven't been asked about.

As you move into leadership roles the interviews will include more on behaviours and leadership style as well as professional aspects.

Throughout the interview it is ok to ask the interviewers to repeat a question or ask them to explain it further.

We often have our service users on our interview panels.

INTERVIEWS

Assumptions and Questions



Write down

Write down any questions you found difficult as preparation for future interviews.

Ask

Ask for feedback if you are not successful – the feedback can help you with future interviews.

Don't let

If you are unsuccessful, don't let it put you off applying again – it doesn't mean you aren't right for the role but that someone else got a higher score on the day.

AFTER THE INTERVIEW