

## **Coroner's Administration Officer**

### **Guidance notes for completing the application form**

As the first part of the selection process for this role is based on your application form, here are some of the things that we will be looking out for:

1. You have a realistic understanding of the job role, the pros and cons and how you match up to these different elements.
2. You have made clear, explicit links between your current skills, knowledge and abilities to the requirements for the role as described in the job description.
3. Remember to make reference to specific examples or job roles in order that we can understand the context in which you have demonstrated your knowledge, skills and abilities.
4. Please avoid generalisations; focus on what you personally have done rather than what a team has achieved or what you imagine might be needed to be successful in this role.

For question 3 you may find it helpful to use the STAR model to structure your answers and to provide the relevant detail.

**S**ituation – very briefly describe the context or background to your example.

**T**ask – as a result of the situation you have described, very briefly outline the task that you were faced with

**A**ction – this is the most important part of your answer. In more detail, tell us specifically what actions you took to address the situation. It is helpful here to use action words (verbs) and to ensure that you make it clear what you personally did rather than refer to 'we' or 'they'

**R**esult – an opportunity to tell us very briefly the outcome of your actions, whether the result was positive or not.