



ATTORNEY-GENERAL'S DEPARTMENT

GUIDELINES ON WRITING APPLICATIONS

Your application is your introduction to a selection panel. So how can you make your first impression count?

RELATE YOUR APPLICATION TO THE PERSON SPECIFICATION

It is the responsibility of a selection panel to recommend the applicant who best meets the requirements of the **PERSON SPECIFICATION** in terms of the definition of MERIT contained in the **PUBLIC SECTOR MANAGEMENT ACT 1995**.

From written applications the selection panel makes an initial assessment of all applicants' merit in relation to the essential and desirable requirements of the job (as listed in the PERSON SPECIFICATION). Depending on this initial assessment, the panel will decide whether the applicants warrant further consideration, eg. an interview.

Therefore, to maximise your chances of being considered further, you must demonstrate in your application that:

- you meet all the essential requirements of the PERSON SPECIFICATION (give examples), and
- you are capable of carrying out the duties of the position concerned.

When writing your application don't forget:-

- to demonstrate by including examples of how you gained skills, knowledge etc as required by the PERSON SPECIFICATION.
- the RELEVANCE of skills, knowledge, experience and abilities acquired through community experience eg. fund raising for voluntary agencies may have contributed to your development of improved negotiation skills.

Your application should also include a CURRICULUM VITAE (CV) OR RESUME which outlines the general information you need to give to the panel. A curriculum vitae should include the following:-

- Name/Address/Telephone Numbers
- Current Position Title/Remuneration Level
- Education Details
- Employment History
- Relevant Experiences/Studies
- Three Current Referees (include their Position Title/Address/Telephone Number. - One of your referees should be your immediate supervisor)

EQUAL OPPORTUNITY

The panel must not discriminate against an applicant on the basis of a characteristic unless it is clearly and justifiably related to the requirements necessary to perform the position. *The grounds for unlawful discrimination are defined in the Equal Opportunity Act.*

REMINDERS

- **REFEREES** Give prospective referees a copy of the job and person specifications before forwarding your application and discuss with the referees their opinion of your merit in relation to the items listed.
- **CHECKING DETAIL** Once you have completed your application and CV, check that you have addressed all essential and desirable criteria listed in the PERSON SPECIFICATION and check that you have demonstrated that you can carry out all the duties of the position.

If you then require further assistance, please do not hesitate to contact your Human Resource Services.