

**Application Evidence Document.**

Please use this document to provide evidence against how you meet the essential criteria specified in the advert for shortlisting purposes.

Using examples, show how your knowledge, skills and experience meet each of the essential criteria detailed below (taken from the advert). Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

We would recommend formatting your evidence using the STAR format. Be specific in providing your examples and do not make generalised statements. The acronym STAR stands for:

* Situation
* Set the context. Describe the situation that you were confronted with. Make it concise and informative, concentrating solely on what is example.
* Task
* What goal were you working towards / what did you need to accomplish?
* Action
* This is the most important part as it is where you can demonstrate your skills and personal attributes.
* Explain what you did, how you did it, and why.
* Provide detail – the shortlisting panel are not able to assume anything, so will only be able to rely on the information you provide.
* Result
* What was the outcome of your actions, and don’t be shy about taking credit for results you are responsible for.
* What did you learn, and is there anything you have changed in your current approach because of this experience?

Following this format helps to provide a meaningful and complete answer to each of the evidence criteria and it is relatively simple to apply.

On the next page please find the essential criteria taken from the Person Specification (and detailed in the advert) that you need to provide evidence for in your application.

There is a maximum wordcount of 2000 words for this document (applied to your evidence only, and not any of the other detail on this document).

**EVIDENCE CRITERIA 1 – Substantial experience of dealing with Public Sector recruitment processes, including selection processes, developing recruitment materials, monitoring and measuring KPI’s.**

**EVIDENCE CRITERIA 2 – Excellent interpersonal skills / relationship skills with the ability to develop successful networks at all levels both within and external to the Service.**

 **EVIDENCE CRITERIA 3 – Experience of successfully leading and managing a team.**

**EVIDENCE CRITERIA 4 – Proven ability to analyse, interpret and explain employment law to all levels of staff and to apply best practice in the Fire Service environment.**

**EVIDENCE CRITERIA 5 – Proven ability to work effectively and efficiently both as an individual and as a member of a busy team.**

**EVIDENCE CRITERIA 6 – Strong problem solving, negotiating and influencing skills.**