

PREPARATION

- Review the job advert and person specification carefully to identify the key skills, experience, and qualities the clinical area is looking for.
- Contact the named person on the advert to arrange an informal conversation or visit. This demonstrates initiative and genuine interest in the role.
- Consider whether completing a shadow shift would help you gain a better understanding of the department, team, and day-to-day responsibilities.

Suggested Questions to Ask

- What skills and experience would the ideal candidate possess?
 - Could you tell me more about the role and its responsibilities?
 - Can you provide more information about the department and team culture?
 - What qualities are you looking for in the successful candidate?
 - What opportunities are available for learning and development within the team?
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WRITING YOUR SUPPORTING STATEMENT

Your supporting statement is your opportunity to demonstrate why you are the best candidate for the role. It should reflect not only your experience and skills, but also your values, motivation, and personality.

- Start with a strong and meaningful introduction that explains your interest in the role and department.
- Use the person specification as a checklist and ensure you address each essential and desirable criterion.
- Link your examples and experiences to the Trust values wherever possible.
- Keep your statement personal, genuine, and reflective rather than overly formal or robotic.
- Focus on showing evidence of your skills through real examples and experiences.

You Could Draw Examples From:

- Current or previous roles within healthcare
- Placements, shadowing, or voluntary work
- Research, audits, or project work
- Leadership or team experiences
- Professional networks or learning opportunities
- Life experiences and transferable skills

Questions to Ask Yourself Before Writing

- Why am I applying for this role?
 - Why have I chosen this department or speciality?
 - What makes me a strong candidate?
 - What relevant skills, knowledge, and experience do I have?
 - What are my personal strengths and qualities?
 - What can I bring to the team and organisation?
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STRUCTURING YOUR SUPPORTING STATEMENT

- Follow the order of the person specification as closely as possible. Think of it as the blueprint for your application.
 - Address each skill or requirement individually and provide clear examples as evidence.
 - Demonstrate how you meet the criteria without sounding too formal or repetitive.
 - Highlight the qualities and attributes you are demonstrating in each example.
 - Consider using short subheadings to improve structure and readability.
 - Write a draft first, review it carefully, and then transfer it into the application form.
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SUPPORTING INFORMATION: EXAMPLES & HINTS

You may find it helpful to structure your examples using phrases such as:

- “I started my career in... and have since developed...”
- “Within my current role, I have gained experience in...”
- “I believe I am compassionate, empathetic, and approachable...”
- “I work effectively both independently and as part of a multidisciplinary team...”
- “I have demonstrated leadership by...”
- “I contributed to improving practice by...”
- “The transferable skills I can bring to this role include...”

Most importantly, explain:

- Why should the organisation employ you?
 - What makes you stand out as a candidate?
 - What impact could you bring to the team?
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PRO TIPS

- Always support your statements with relevant examples and evidence.
- Tailor every supporting statement to the specific role and department you are applying for.
- Mention any leadership, management, teaching, or mentorship experience you have gained.
- Avoid relying completely on AI-generated applications. Use AI only to refine and improve your work while ensuring your application remains authentic and personal.
- Do not make your application overly formal, write naturally and sincerely.
- Ensure your statement reflects:
 - Who you are
 - Your values
 - Your personality

- What colleagues and patients would say about you
- The type of team member you are

I hope this guide helps you feel more confident when preparing your application and supporting statement.

Wishing you the very best in securing your dream role.