

Guidance for Applicants

Thank you for your interest in working at Hall for Cornwall. We want all candidates to have the best possible opportunity to demonstrate their suitability for the role. The following guidance is provided to help you in completing your application.

Equal Opportunities

We are committed to ensuring that all applicants are treated fairly and assessed solely on the basis of their skills, knowledge, and experience. The recruitment process is designed to uphold equal opportunities principles at every stage. Please ensure that your responses focus on your own achievements and capabilities, supported by clear evidence.

Scoring and Assessment

Your application will be assessed against a scoring matrix. Each response is reviewed carefully, and points are awarded based on the strength and relevance of your answer.

- **Scores can only be awarded where an answer is provided.** Empty sections or unanswered questions cannot gain points.
- **Short or incomplete answers are likely to score lower.** The more detail you provide, the easier it will be for the panel to assess your suitability.
- **Evidence is essential.** When you describe a skill, achievement, or area of knowledge, you should illustrate it with a specific example. For instance, if you state that you have strong organisational skills, explain a situation where you planned and delivered a project successfully.

Alternative Application Formats

For some roles (if stated in the advert), we are able to accept verbal applications submitted via audio or video files. The same approach applies: please ensure that you answer all the questions fully and provide clear examples to support your statements.

If you require assistance with the application process, please contact the email address provided in the advert, and we will be happy to help.

Please note: whether you apply in writing, by audio, or by video, all applications are assessed against the same scoring matrix. No format carries an advantage or disadvantage.

Tips for Strong Applications

- Read the job description and person specification carefully, and tailor your answers to the requirements listed.
- Structure your responses clearly. A helpful approach can be to describe the **situation**, explain the **action** you took, and highlight the **result** of your contribution.
- Be concise but thorough: ensure you answer the question directly, while providing enough detail for the panel to understand your role and impact.
- Check your application before submitting to ensure that all sections are complete and no key points have been left blank.

We appreciate the time and effort taken to apply, and we encourage you to use this guidance to showcase your skills and experience fully.