



How to address the Person Specification in your application

On applications, **address every point of the person specification in order.**

Give examples of when you have demonstrated each requirement where relevant.

Use the **STAR** method when giving examples:



S Situation: Brief context. Where you were, who was involved, what the issue was.



T Task: What you needed to do, your responsibility or objective.



A Action: What *you* did (focus on your contribution, not the team).



R Result: What happened as a result; highlight positive outcomes, learning, or improvements.

How to structure each section:

- **Address each numbered point of the person specification:**

Example: *"2. Experience supporting vulnerable people to identify personal goals."*

- **Give a short STAR example** (5–8 sentences)

- **Link your example directly back to the requirement**

Example: *"This demonstrates my ability to support people through change..."*



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Ensure you address every point

QUALIFICATIONS

Essential

1. Car user with full driving licence and access to own vehicle (subject to the provisions of the Disability Discrimination Act 1995)

Example response:

"1. I hold a full UK driving licence and have access to my own car, which I use for work when required. This enables me to travel between locations, attend meetings, and visit clients in the community."

KNOWLEDGE & UNDERSTANDING

Essential

9. An understanding of a non-judgemental approach to working with clients; that focuses on their potential and ability to make the right choices, regardless of your own values, beliefs, and ideas.

Example response:

"9. In hospitality you work with people from all backgrounds – staff, customers, agency workers, and those transient or in crisis. I learned to treat everyone with respect, listen without judgement, and support people based on their individual needs, not assumptions."



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Using STAR to demonstrate examples:

Some points only need a brief explanation, but others are best explained using STAR.

If you don't have work examples, think about experience you might have gained through volunteering, studying or day to day life.

EXPERIENCE **Essential**

2. Helping vulnerable people to identify their personal goals and aspirations and supporting them through a process of change.

Example response (using STAR):

S: In my previous role as a Support Assistant in a community project, I worked with adults experiencing social isolation.

T: I was responsible for helping them set realistic wellbeing and independence goals.

A: I used a strengths-based approach, asking clients what mattered to them and supporting them to break goals into small, achievable steps. I held regular check-ins to review progress and adapt plans.

R: One client successfully regained confidence to attend a local group and later enrolled in part-time training.

Link back: This shows my experience helping vulnerable people identify aspirations and supporting them through positive change."