

Supporting Statement Guidance

The following is a guide to help you write your Supporting Statement and answer questions you might have about why we need you to complete it to be considered for the job you're applying for.

Why do you need to write a Supporting Statement?

We recruit based on your knowledge, skills and experience, and not on personal background, gender, ethnicity or any other information that could identify you. This is known as anonymous or blind recruitment. This includes an anonymous shortlisting process so that applicants are assessed consistently against the Essential Criteria.

The Hiring Manager will not see personal details that could identify you during shortlisting. However, where the role is subject to safer recruitment checks, your employment history will be included and considered where it provides relevant evidence of your experience, skills and suitability for the role.

Your Supporting Statement is the most important part of the application process and is the main information used for shortlisting. Please include clear examples from your employment history, or other relevant experience, where these show how you meet the Essential Criteria.

Safer recruitment and enhanced DBS checks

Some roles involve working with vulnerable people and require an enhanced DBS (criminal record) check. If this applies to the role you are applying for, we will make this clear during the recruitment process. Blind recruitment still applies at shortlisting, but safer recruitment checks may require us to review your full employment history, seek appropriate references, explore any employment gaps and complete any required vetting checks before an appointment is confirmed.

Why can't I submit a CV instead of a supporting statement?

Completing a supporting statement ensures that all applicants are assessed against the same information. A CV is also likely to contain personal information, which does not support our commitment to blind recruitment.

What do you write your Supporting Statement against?

You need to base your statement against the Essential Criteria which is listed in the Job Profile document. Please note that the Job Profile is not the advert and is a separate document.

What steps do you need to follow to write a great Supporting Statement?

1. Understand the Essential Criteria: Before you start writing your supporting statement, make sure you understand the Essential Criteria listed in the Job Profile. Go through each point carefully and make a note of any specific skills or experience that are

required.

2. Provide evidence: Once you understand the Essential Criteria, **provide evidence of how you meet each one**. Clearly stating evidence of how you meet the essential criteria is far more likely to get you shortlisted. Use specific examples from your current or previous employment history, education, training, volunteering or other relevant experience to demonstrate how you have acquired the necessary knowledge, skills or experience. Make sure you provide enough details so that the Hiring Manager can easily see how you meet the criteria.
3. Use the STAR method: When providing examples, we recommend you use the STAR method (Situation, Task, Action, Result). Describe the situation or task you were faced with, explain the action you took, and then describe the result. This will help to demonstrate your skills and experience in a structured and concise way.
4. Highlight your strengths: In addition to providing evidence of how you meet the essential criteria, highlight your strengths and any other relevant experience that you have. This could include experience in a similar role, experience working in a similar industry, or specific qualifications or certifications.
5. Tailor your statement: Make sure you tailor your supporting statement to the specific job you are applying for. Use the language and terminology used in the job profile and try to align your skills and experience with the requirements of the role.
6. Keep it concise: Your supporting statement should be concise and to the point. Be aware that the Hiring Manager will use your Supporting Statement as the main basis for shortlisting, so focus on providing clear evidence of how you meet the Essential Criteria, including relevant examples from your employment history where appropriate.
7. Proofread and edit: Once you have written your supporting statement, proofread it carefully to ensure there are no errors or typos. It may also be helpful to ask a friend or colleague to review it and provide feedback.
8. Use AI sparingly: AI tools can help you structure your thoughts or check clarity, but your statement should be written in your own words and include your own specific examples. Statements that simply repeat the Essential Criteria without showing your personal knowledge, skills and experience are unlikely to provide enough evidence for shortlisting.

Additional Top Tips

1. Write in short paragraphs to avoid a wall of text. Choose a clear font such as Arial, to make sure that your statement is easy to read.
2. Lay your answers out in the same order as the criteria. This will make it easier for managers to find and score your answers.
3. Remember to save your work as you go along.



If you would like to request any additional support, or require any reasonable adjustments to the application process, please contact recruitment@gamcare.org.uk. Please be mindful that the Recruitment Team will normally **respond within 3 working days** so take this into account with the job closing date.

Best of luck with your application!