

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 and skills, and not background, gender or ethnicity - this is known as anonymous/blind recruitment. As part of this, we operate an anonymous shortlisting process. The use of the supporting statement also ensures equality in our process as all applicants are being assessed against the exact same information

The Hiring Manager is not able to see any of your personal details in the recruitment process to ensure all applicants are assessed against their Supporting Statement This also means that the Hiring Manager cannot see your CV, so the Supporting Statement is the most important part of the application process.

### What happens if you upload your CV instead of a Supporting Statement?

As our Careers Hub anonymises any data you enter, if you upload a CV instead of a Supporting Statement the Hiring Manager will not be able to view anything and, unfortunately you would not be able to progress further in your application.

### 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 as 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. Use specific examples from your current or past work experience, education, or training to demonstrate how you have acquired the necessary skills or experience. Make sure you provide enough detail so that the hiring manager can easily see how you meet the criteria.
3. Use the STAR method: When providing examples, 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 **not** be able to see your CV as part of the recruitment process so focus on solely providing evidence of how you meet the Essential Criteria.
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.

#### 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.

By following this guidance, you should be able to write a strong supporting statement that demonstrates your skills and experience and helps you stand out from other candidates.

If you would like to request any additional support, please contact [recruitment@gamcare.org.uk](mailto:recruitment@gamcare.org.uk). Please be mindful that the Recruitment Team will normally respond within 2 working days so take this into account with the job closing date.

We'd also like to remind you that if you require any reasonable adjustments to the application process, for example if you would like to submit your application in an alternative format or you've got any questions around the process, please contact us via [recruitment@gamcare.org.uk](mailto:recruitment@gamcare.org.uk) and the team will be happy to help.

Best of luck with your  
application!