

Candidate application form guidance

Thank you for your interest in joining ACRO. The following points will help you complete your application form and increase your chance of being selected for interview.

The application form contains sections for your personal information, employment and education history, and boxes for you to demonstrate your experience and skills against the role's essential criteria and competencies/values.

Competencies and values are ways of measuring your ability to do a particular job. They can apply to many jobs, unlike specialist or technical skills which may be job specific. They focus on how the task is achieved, not just what the end result was.

The job description/advert will describe the role and outline the essential criteria, the competencies and values you will need to give specific examples of in your application. Read the advert carefully before completing your application.

Example: Experience of supervising & appraising staff

- 4 As a Team Leader I line managed several individuals and had responsibility for all aspects of staff management. I had a member of staff that wasn't coping well with new procedures brought in, so I managed the individual by drawing up an action plan with them, detailing the activities that would support their objectives for the coming year and regularly reviewed these. I also kept their morale high by giving due praise. I understand the benefit of the appraisal system linking personal/organisational objectives and motivating staff to achieve objectives and keep a happy team.

PASS

- 2/3 I have managed a team for three years and regularly undertake performance reviews. I understand the benefit of the appraisal system linking personal and organisational objectives, motivating staff to make the most effective use of resources.

PASS

- 1 I have managed a team for three years and regularly undertake performance reviews. Or nothing mentioned in the application.

FAIL

Hints and tips

- Use the STAR technique (Situation, Task, Action, Result) to help you write your examples clearly and concisely.
- Type your evidence for each section in a word document, then copy and paste it into your application to prevent the system from timing out. If the system times you out, you will lose any unsaved answers.
- Don't just add your CV, only evidence provided in each of the competency areas will be scored.
- Make use of the word limit for each section and provide as much detail on your experience and skills as you can.
- Follow the links to the competencies and values, which you can open from the job advert, and demonstrate how you meet the competency and value criteria to score the highest marks.
- Think about how you can demonstrate that you have the necessary skills, knowledge, experience and qualities to meet each criteria. Consider any experiences outside of work, such as voluntary interests, as these also count.
- Use the competency and value headings (eg. Integrity or 'We take ownership') to provide clear evidence with relevant real examples against each category. It is very important that you provide evidence that relates directly to each of the competencies and values. It must show how you applied that skill, gained or used that knowledge, or demonstrated that ability.
- Each of your examples will be scored out of four. You must score two or above in each area to pass. The below example may help you decide what level of evidence to provide.

ACRO
Criminal Records Office

