

Applying for jobs at Wirral Council - Application Stage

Every role in the Council has a Job Description that details all of the tasks that you will be undertaking in that job role. The Job Description (also referred to as JD) includes essential skills that you need to do the job.

During both the application and interview stages of the recruitment process, the manager of the job role will be looking at how you demonstrate and explain that you meet each of these criteria.

Hints & Tips

- ★ Before applying, review your strengths to ensure you are realistic in your pursuit of the role.
- ★ Remember to explain in your application form how you meet each of the essential criteria in the job description, providing evidence based information to support your application.
- ★ You should target your application by explaining why your skills and experience are relevant and if you say you have specific experience, provide evidence for example, if you claim you have supervised staff, say how many and what supervisory duties were included.
- ★ Examples are a great way of showing that you have the skills and experience to do the job!
- ★ Keep your answers concise and easy for the reader to follow.
- ★ Remember we pride ourselves on our values so make sure to use examples of how you demonstrate them in your application.