



## **SUPPORTING STATEMENTS**

As part of your application to work for Turning Point, we ask you to provide us with a personal statement in support of your application. This helps us to understand your 'reasons for applying' and other information relevant to the job role, including your knowledge, skills and experience.

Your Supporting Statement should relate directly to the job you're applying for. It's important that you address the key points in the role profile. Imagine this being used as a checklist by the person short-listing. With this in mind you may wish to consider taking the following approach:

- In your first paragraph you might make a short statement summarising how you meet or relate to the requirements.
- The next few sentences should provide a concrete example of what you have achieved in the past – perhaps in a previous job – to support this statement.
- A final paragraph should add depth to the point you're making.

## **EXAMPLE SUPPORTING STATEMENT**

When addressing a question asking for a commitment to promoting Equal Opportunities: 'I have always tried to ensure in my personal and work life that I am sensitive to the cultures and lifestyles of others. In 2006, I worked as a volunteer to Service Users on the "TP Employment Support" project to encourage Service Users from non-traditional backgrounds to consider coming to TP for support when applying for employment. I designed projects and activities that recognised and focused on the diverse experience within the group to ensure participation. The programme was successful for the Service and a rewarding learning experience for me, as it showed the potential and understanding that results from working with mutual respect.'

[The first sentence is the statement, the second and third sentences describe the example, and the last sentence adds depth.]

Avoid simply repeating the words used in the job specification in your responses (e.g. 'I am committed to Equal Opportunities'). Make a personal interpretation of the criteria. Good Luck!

**PLEASE NOTE YOUR SUPPORTING STATEMENT SHOULD BE INCLUDED IN YOUR CV**