

CANDIDATE GUIDANCE

COMPLETING APPLICATION FORM AND SUPPORTING STATEMENT

SOAS takes pride in fostering a diverse and inclusive community and we are dedicated to ensuring fair and equitable treatment for all staff, students, and job applicants. We welcome candidates with a broad range of skills and qualifications and are committed to creating an environment where everyone can thrive and achieve their full potential.

Our appointments decision will be made on merit, following a fair and competitive process.

Application form

You are asked to complete an online application form to apply for all roles. The application form may vary depending on the type of vacancy you are applying for and we may use a criteria-based application form for some roles.

Please review and complete the sections that are available when you click on the Apply button on an advert on our vacancies pages.

Please note that the application system does *not* currently have a save-and-return feature. To avoid losing any information, we strongly encourage you to complete and submit your application in one sitting. Make sure you have all necessary details ready before you begin.

The online application asks you to upload a supporting statement in which you should demonstrate how your skills and experience meet the person specification for the post. This supporting statement is your chance to showcase your relevant skills and experience against the job description and person specification.

The job description outlines the key duties and responsibilities of the role, while the person specification lists the essential and desirable qualities and qualifications required for the successful candidate.

For some roles, we may ask you to demonstrate your skills and experience against criteria-based questions in the application form. This allows the hiring manager to collect information in a structured template seeking examples that allow you to demonstrate your skills, competencies and experience for the role.

During the shortlisting process, we look for individuals who meet, or come closest to meeting, these essential requirements. Additionally, the person specification includes desirable qualities and qualifications that would be beneficial in addition to the essential requirements.

Evidencing How You Meet the Role Criteria in the Application

When completing the supporting statement or answering criteria-based questions, include the skills and knowledge you have gained from your work experience, education or extracurricular activities.

- Reflect on your skills and experiences, providing specific examples rather than just listing them. For instance, instead of simply stating you possess a skill like teamwork, explain why you believe you have the required level of proficiency in that area.
- In the supporting statement use headings that closely align with the essential criteria in the person specification can make your text easier to read for the panel. Under these headings, you can choose to use bullet points or prose, depending on your preference.
- Demonstrate how you meet the criteria. Provide specific examples of where you have developed the relevant skill or knowledge. Whenever possible, make these examples directly relevant to the tasks listed in the job description. It's important to give very specific examples to clearly illustrate your qualifications. Use the STAR method (Situation, Task, Action, Result) to structure your examples.
 - Situation: Describe the context or background of the example you're using.
 - Task: Briefly describe what you had to do.
 - Action: Describe in detail what you did and how you did it. Refer specifically to the relevant competency (e.g. team working). This is the most important section, as it demonstrates your skills and abilities.
 - Result: Described what happened because of your actions. What happened, changed or got better?
- Quantify your achievements. Where possible, try to include specific facts and figures that demonstrate the tangible results of your work (e.g., "Increased student engagement by 20%").
- Be clear and concise and keep your language simple and to the point. Avoid jargon and overly complex sentences.
- Be honest and ensure that all information is accurate and truthful and reflects your experience and skills.

- Proofread your application and supporting statement checking for spelling and grammatical errors.

Transferrable Skills

If this is your first job or you don't have direct experience for the role, you can give examples from education, volunteering or other roles of responsibility that you have held outside of work that can be valuable in the workplace. These skills aren't tied to specific jobs but can be "transferred" across different roles and industries. By highlighting [transferable skills](#) in your answers, you will help us to see the potential that you have to perform in the role.

Use of AI

Whilst we recognise AI tools can be beneficial; we value the personal touch and authenticity in job applications. We encourage you to highlight your unique experience, knowledge, skills, and abilities, ensuring all information is accurate. Please use AI tools responsibly and with integrity throughout the application and selection process.