

Completing your Application

Our online application form is very easy to access; it allows you to save your information and return to complete it at a later date. This gives you the flexibility and time to ensure you fully demonstrate to the short-listing panel where you meet the essential criteria!

TIPS

Make sure you read and understand the job description.

Highlight throughout your application where you meet the essential criteria.

Make sure you provide sufficient evidence of your skills and experience, the shortlisting panel may not be experts in your field so be sure to provide enough detail on your specialism.

Make sure you proof read your application before clicking send!

Remember the application stage is the first part of the assessment process and it's this stage that will get you a foot in the door.

INTERVIEW TIPS!

Once you have been successfully short-listed, you will need to be ready for the interview stage here are some tips on how to prepare:

Research: The prison you are applying to work within, Milton Keynes College Offender Learning and what the role you have applied for entails.

Practice: Prepare and practice your interview answers and keep in mind the following points: Be detailed and specific; you should pick three situations that illustrate your past performance. Remember that the interviewer will be operating under the premise that *"past performance in a similar setting is the best predictor of future performance"*. We have found the best way to achieve an 'A' star answers is to use the three-step STAR process (Situation or Task, Action, Result or outcome.)

THE STAR APPROACH

Situation or Task: Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Action you took: Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did, not the efforts of the team. Do not tell what you might do, tell what you did.

Results you achieved: What happened? How did the event end? What did you accomplish? What did you learn?



Milton Keynes College Offender Learning and Skills Service OLASS