Applying for jobs at King's guidance notes

The application form

When writing your application and supporting statement, ensure documents are clear, concise, and well-structured. You should also pay careful attention to the job advert and ensure that any qualifications or skills mentioned in the advert are included in your application.

Click the 'apply' button for a vacancy to see the application form, then complete all sections**. Note: You cannot edit an application after submission; review it carefully before submitting. The deadline is 23:59 (London time) on the date specified on the job advert, unless otherwise stated.**

The application form includes the following sections:

Personal details. These are your name, address, and phone number. We need these to contact you about your application.

Qualifications. Include only those qualifications that are most relevant to your application.

Current/most recent and previous employment. For both your current and previous roles you must include the job title, employer name, a brief description of your duties, salary, employment dates and reason for leaving (if applicable).

Professional registrations. These could be clinical registrations (eg GMC, GDC) or professional registrations. If you have no professional registrations to declare, select 'Not applicable'.

References. Professional services applications: we do not take up references for professional services vacancies unless otherwise stated on the advert.

Academic applications. Please provide a minimum of three referees, including your current or most recent employer. We will ask at least two of your referees to provide a reference prior to the interview so make sure they are aware of this.

Additional questions. These include questions on how much notice you'll need to give your current employer, your permission to work in the UK, and whether you require a Certificate of Sponsorship.

Equal opportunities. Information regarding your ethnicity, sex, and religion is entirely confidential and will not be seen by anyone involved in the selection process. Details on how we use your data during recruitment are in our Privacy notice.

Your supporting statement

Do not provide your CV as your supporting statement. You should refer to the advert and/or further information document for the vacancy to find out which documents you need to provide as part of your application. We will not consider any documents that have not been requested. We accept the following file types:

- Portable Document Format File (.PDF)
- Microsoft Word Document (.DOCX or .DOC)
- OpenDocument Text Document (.ODT)

To make sure your documents will upload, check that your documents:

- Are not password protected.
- Do not contain any macros or other executable code.
- Are not read-only.

Writing your supporting statement

In your supporting statement, explain why you are interested in the job and present your skills, knowledge, and experience in a clear structure.

Provide evidence. Showcase your competency by describing what you did, how you did it, why you did it, and the impact it had.

Essential and desirable criteria. Read the job description and key responsibilities carefully. The "essential criteria" are the skills and experience you need to do the job. The "desirable criteria" are 'nice-to-have'. Even if you do not meet all the desirable criteria, you can still apply for the post.

Gaps in employment. Explain any gaps in your employment history. We understand that people have varied career paths, so feel free to mention any career breaks or periods of voluntary work.

STAR technique. Use the STAR technique to structure your evidence, use positive language and write in the first person. It stands for:

- Situation - set the context for your story.
- Task – describe what was required of you.
- Action – describe what you did.
- Result – what was the result of your action.

Finally, make sure your contact details are up to date. You'll receive an email confirming receipt of your application, and in due time, whether or not you're shortlisted for an interview.