

SUPPORTING INFORMATION

[Role title — Band X] · [Trust / Employer] · [Your name]

HOW TO USE THIS TEMPLATE (DELETE THIS SECTION BEFORE YOU SUBMIT)

- NHS shortlisters usually score each essential/desirable criterion 0–4 (0 = no evidence, 4 = excellent) and you typically need at least a 2 to pass — *thin, example-free evidence scores 0 or 1.*
- Copy each criterion from the advert's person specification into a sub-heading below, then evidence it with a STAR example: Situation, Task, Action (what YOU did — use "I"), Result.
- Show the six NHS values through behaviour, not by naming them.
- Follow any limit in the advert. NHS Jobs typically allows up to ~1,500 words (~10,000 characters); individual criterion boxes may cap around 5,000 — you don't need to fill it.
- Short on space? The RCN's CAR shape (Context, Action, Result) is a tighter alternative to STAR.
- Leave no essential criterion without evidence — that is the most common reason applications are rejected at shortlisting.

PERSONAL STATEMENT / INTRODUCTION

[2–3 lines: the role and band you're applying for, and why you're a strong match.]

EVIDENCE AGAINST THE PERSON SPECIFICATION

[Essential criterion 1 — paste the exact wording from the person specification]

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use "I", not "we".]

Result: [what happened (measurable if possible) and what you learned.]

[Essential criterion 2 — paste from the person specification]

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use "I", not "we".]

Result: [what happened (measurable if possible) and what you learned.]

[Essential criterion 3 — paste from the person specification]

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use "I", not "we".]

Result: [what happened (measurable if possible) and what you learned.]

[Desirable criterion 1 — paste from the person specification, where you can evidence it]

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use "I", not "we".]

Result: [what happened (measurable if possible) and what you learned.]

EVIDENCING THE SIX NHS VALUES

Check each value is shown through an example above — naming a value scores nothing.

- Working together for patients — [which example above shows this?]
- Respect and dignity — [which example above shows this?]
- Commitment to quality of care — [which example above shows this?]
- Compassion — [which example above shows this?]
- Improving lives — [which example above shows this?]
- Everyone counts — [which example above shows this?]

Some Trusts also assess their own local values — check the advert and evidence those too.

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