



Job Application Guidance: Applying for a Job at the Welsh Rugby Union Group

Purpose

This document provides applicants with guidance when applying for a job at the Welsh Rugby Union Group. This guidance is intended to help you during the application process. It includes advice on completing and making your application.

The Welsh Rugby Union Group is an equal opportunities employer. We aim to treat every applicant equally and fairly. The information you provide in your application form is used to decide whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines as well as the guidelines on the job application form.

Making your Application: FAQ's

What contact information should I include on the application form?

You should include information for the panel to contact you – a phone number, home address and email address as a minimum. You may provide your work contact details, but only if you are happy to be contacted at work.

Should I include the 'reason for leaving' and my salary for each job?

Yes. Asking why you left your job is for the panel to understand your reasons for leaving. Providing your salary demonstrates the level of responsibility you held in the job and benchmarks our salaries to ensure we remain competitive.

Should I include every job I have ever had?

If you have had a lot of experience you may choose to include the most relevant jobs you have had and for each one, outline your job title. You will be able to expand on any relevant experience and key responsibilities in your Supporting Statement. Start with your most recent job. You may also want to include any voluntary jobs you have had.

What qualifications should I include?

You should include relevant qualifications on your application form, such as professional qualifications, training and courses, continued professional development and academic qualifications, and any other proficiencies you have completed that are beneficial to your application and relevant the job you are applying for.

Do I need to provide references?

Yes. References from previous employers will be taken up once an offer of employment is made to you.

What should I include in my Supporting Statement?

Your personal statement should be used to demonstrate how you meet the job description, person specification and Group Values, and to illustrate any relevant experience you have.

There isn't a right or wrong way to structure your statement. However, some people choose to write about each point on the job description/person specification in turn, whilst others group similar skills, knowledge and experience together.

The key thing to remember is to ensure your statement is easy to read, and demonstrates that you have the relevant skills, knowledge and experience for the job.

Don't forget you don't only have to use work related examples. You can use examples from outside of your current job e.g. previous jobs or voluntary experience.

You should keep your personal statement to one or two sides of A4 paper. Remember to include:

- why you want to do the job
- the skills, knowledge and experience you have
- key examples of how you meet the job description, person specification and the Group Values

How should I submit my application?

Ideally your application should be typed and emailed to the address stated on the form and advert. If you do decide to post your application, double-check the address given on the advert and leave plenty of time to ensure it arrives before the deadline.

Your application form needs to be received before the deadline for it to be considered. If posting the application we recommend that you check it has arrived, and you may also wish to do this when emailing your application.

Do I need to write a cover email?

No. Your application form and supporting statement should include all the information you want to be considered as part of your application process. Including extra details or relevant information in your application cover email will not be considered.

What should I do if I know I can't make the interview date?

If you cannot make the interview date specified you should let the contact person named on the advert know about this as soon as you can. You should also include this in your application email.

We will do our best to rearrange interviews but this may not always be possible.

Can I discuss my application with colleagues or my manager?

We recommend you talk through your application with someone else before you submit it. This can be a work colleague, or your manager, unless they are involved in the recruitment process, or you could ask your family and friends. Your colleagues will often be able to help you identify the skills, knowledge and experience that you have that may be relevant to the job you are applying for.

Top tips for completing your application form

- Attention to detail and accuracy is very important and forms part of the application process - you should carefully check your application for spelling, grammar and formatting before you submit it, and you may find it useful to ask someone else to check it too.
- Remember to use your supporting statement to address the requirements in the job description and person specification, in line with the Group Values.
- Consider the STAR technique (explain the **situation** 'when, where, who'; then explain the **task** and why it was necessary and what your responsibilities were; next explaining what **action** you took and highlighting your contribution; finally what was the **result/outcome** and impact of your actions).

- Give specific examples to demonstrate the skills, knowledge and experience that you have which are relevant to the role.
- Consider how your examples relate to the Group Values.
- Review your application before submitting.

I want to apply for more than one job, should I submit an application form for each?

Yes. You need to complete and submit an application form for each job you want to apply for as there will be a different panel for each job. You should make sure you state clearly which job you are applying for and ensure you adapt your application to the job description and person specification for each job.

What happens once I submit my application?

The recruiting manager and panel will review all applications against the job description and person specification. Applicants who demonstrate in their application that their experience, skills and knowledge closely meet the job criteria will be invited to interview. Due to the volume of applications received, unsuccessful applicants may not be notified.

