

## Application form Answers:

Don't

- Do not write anything negative. Keep the tone positive.
- Don't lie on your form. Results etc will be checked at offer stage and the offer will be subject to your application being correct and honest.
- Don't exaggerate on the application form as whatever you write about you will be expected to talk about in an interview.

## Application form Answers:

- The best way to answer questions on application forms is to use the three-step STAR process
- **Situation or Task** - Describe the situation you were in or the task you had been assigned
- **Action** - Describe the action YOU took, the suggestions YOU made, the obstacles YOU overcame
- **Result** - Highlight the positive result that was achieved as a result of your actions.
- For example, you could explain about a specific time when communication broke down within your project group (situation). To resolve the problem, you scheduled informal meetings for people to discuss relevant issues (action). Morale then improved, as did the lines of communication and you came in the Top 5 in the class (result).

### **Leadership:**

'Describe a position of leadership you have held and what you achieved in the position?'

### **Sample answer:**

*(Situation/Task)* I was elected PR Officer for the Tennis Club in my second year of College. At that time the tennis Club had 30 members and played once a month. My objective was to double the number of members and increase the frequency of the matches. *(Action)* In order to achieve the membership targets I raised the profile of the club by designing and displaying posters throughout the College, visiting classes to promote the club, setting up a stand in the main atrium and promoting the club to students passing by. Within two months I had increased the membership to 70. Once this had been achieved I set about increasing the number of matches, I negotiated with the tennis club regarding rates, secured mini bus slots for transport and set up a weekly email system to ensure all members were informed of matches. *(Result)* We now have a membership of 85 almost triple the original number and are one of the most active clubs in NCI. As a result of this we have been nominated for "Most improved Club/Society" at NCI's Clubs and Societies Awards.

### **Planning & Organising:**

Describe a situation where you successfully organised an event? '

### **Sample Answer:**

*(Situation)* As a member of the Reach Out Society in the National College of Ireland, I was responsible for organising a day activities for children in inner city schools at the end of the year. My objective was to hold an all day event with a timetable of sporting activities, lunch and spot prizes. *(Action)* In order to plan the event I designed an Excel spreadsheet with key dates and contact details, I also contacted local businesses for sponsorship, negotiated with NCI suppliers and secured

sponsorship for lunch. I designed a poster and visited the schools, promoting the day to the students highlighting the activities and prizes. I formulated a timetable of events and put a contingency plan in place in case of bad weather. (*Result*) The event was full to capacity and feedback in relation to the organisation, activities, lunch and prizes was excellent. As a result the society has committed to running the event annually.