



# **Shaping Our Lives**

## **Supporting Information Form**

We are grateful that you are considering applying for a role at Shaping Our Lives. Thank you for taking the time to fill out the Supporting Information Form.

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## General Information

- All candidate information on this form is treated confidentially and will be used for recruitment and selection purposes only.
- Your details will be anonymised and shortlisting will be carried out solely based on information provided.
- All unsuccessful applications will be deleted within 6 months of the closing date.
- If you need access support filling out this Supporting Information Form or any other accommodations, please contact our Recruitment and Access Coordinator via email at [roxane@shapingourlives.org.uk](mailto:roxane@shapingourlives.org.uk) or by telephone at 02080 885628.
- You can send your response in the following formats:
  - In writing
  - By making a video [in English or in British Sign Language (BSL)]
  - By making an audio recording only
- Where a video or audio recording is sent through, we will transcribe it.

Please return this **Supporting Information Form** (in your preferred format) and your **Applicant Details Form** by 23:59 (midnight) on 13<sup>th</sup> July 2026 by email to: [roxane@shapingourlives.org.uk](mailto:roxane@shapingourlives.org.uk) with 'Recruitment – Head of Operations' in the subject line.

If you have not done so already, we would also like to ask you to complete the [Recruitment Diversity Monitoring Form](#), although this is optional. If the online form is not accessible to you, please get in touch so that we can provide it in an alternative format.

## **Personal Statement**

Your statement should be around 1,000 words or 8 minutes. We recognise that, in some cases, particularly in relation to audio formatting, you may need more than 8 minutes to fully express yourself – if you are unsure or need support, please get in touch with us so that we can provide you with guidance.

Using the 'Person Specification' section which can be found in the job pack, please use the space below for your supporting statement telling us how you meet each criterion. It is essential to answer each point in the same order as they appear on the person specification – you may wish to start each paragraph with a title / vocal note mentioning which point you are addressing.

Please provide us with evidence and / or examples of experience you have had for each one – you may wish to consider using the Situation, Task, Action, Result (STAR) method. We will use these answers to make the decision to shortlist.

