

Branching Questions

Branching questions are central to your application. On the application form instead of the candidates writing supportive statements on how you meet the essential criteria outlined in the person specification you should answer the branching questions.

The school will shortlist for the role based on responses to these questions in addition to further information candidates provide in their employment and educational history.

| Branching questions for: Apprentice IT Technician | |
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| Question 1: | Please can you give an example of a time when you have helped to produce timely and accurate data? How would you go about managing your time? |
| Question 2: | Please can you give an example of a time when you have helped provide administrative support to colleagues or customers? |
| Question 3: | Can you give an example when you have had to provide advice and guidance to colleagues or customers? |
| Question 4: | Please can you give an example of a time when you had to produce a report to influence people? |
| Question 5: | Can you give an example of a time when you have had to communicate accurate and timely information to managers and staff and how did you do this? |
| Question 6: | Tell us something about your interpersonal skills, and tell us about a situation where you have them effectively to achieve a positive outcome? |
| Question 7: | What do you understand by a customer focus service and how do you think this will apply to this job? |