**Person specification**



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| **Job title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **Essential**  **(i.e. the qualities an applicant needs to be able to do the job)** | **Desirable**  **(i.e. the qualities an applicant needs to be able to do the job well)** |
| Work experience Experience in a particular type of job, e.g. previous experience in a shop. |  |  |
| **Qualifications**  Academic or professional qualifications. |  |  |
| Special skills Specific skills e.g. interpersonal skills, presentation skill, analytical skills etc. |  |  |
| **Personal attributes**  E.g. determination, dependability, leaderships, team worker, etc. |  |  |
| **Other circumstances**  E.g. need to travel, work shifts, unsociable hours, etc. |  |  |

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| **Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |