

## PERSON SPECIFICATION (TEMPLATE)

Post Title: Insert job title

Attributes	Essential	Desirable	How Identified
Qualifications, for example	Good all-round education	Relevant qualification in Health, Education, and IT	Application form References
Experience, for example	Minimum of 3 years' customer care experience	Work experience in financial environment	Application form References Interview
Training, for example	Health and safety, lifting and handling, operating equipment		Application form References Interview
Special Knowledge/ Skills, for example	Good verbal and written communication skills, computer literate	MS Office skills, full driving licence	Application form References Interview
Attitudes and Dispositions, for example	Polite and friendly manner, commitment to anti-discriminatory work practice		Application form References Interview