

Tips for Completing Application Forms



BEFORE YOU START:

- Read all the instructions carefully - keep a copy of the Job Advert/Job Description/Person Specification for future reference.
- Write your 'supporting statement' separately. It's amazing how this can be improved and improved upon the more times you look at it.

FILLING IN THE FORM:

- It is best to type out an application where possible. If you need to handwrite it, write neatly with a black pen
- Check spellings (if written in Microsoft Word, the spell checker comes in useful)
- Do not leave gaps. You must complete all relevant sections of the form. Failure to do so will probably weed you out of the initial selection process immediately.
- Emphasise how you meet the requirements of the person specification in the 'supporting statement' section. Refer to them directly by using headings, underlining or bold typing.
- Remember, experience gained outside work can be relevant
- Do not exaggerate or be negative - focus on positive information;
- Do not overcrowd the form if filling in by hand, if necessary include a separate piece of paper with extra information. However, if more than 2 or 3 pages you have probably written too much.
- If you are completing a paper (or hard copy) application form, make sure you photocopy the blank form at least once and draft your responses on this version. When you are happy with it, then transfer the information into the original form.
- Gain your two referees permission for giving you a reference BEFORE you put their names down

WHEN YOU HAVE FINISHED:

- Keep a copy of the completed application form. If you get an interview, you will need to read over your submission.
- Get someone to check it for you; a second pair of eyes are invaluable at spotting errors you have overlooked.
- Use a large envelope and a first class stamp (if posting)
- Post or email the form to reach the employer before the closing date. The earlier the better, do not leave it to the last minute!