

Application Form Hints and Tips

- ☑ Photocopy the application form. Practice on the copies until you get it right, then transfer the contents on to the original form - this will help you avoid making mistakes. If it is an electronic version make a copy and 'cut and paste' to the original form.
- ☑ Read the application form through very carefully from beginning to end and make sure you understand how you are expected to complete it.
- ☑ Complete the form using a black pen. This is generally the case as it photocopies more clearly.
- ☑ Have a copy of your CV beside you to help you complete the application form.
- ☑ Ensure that your spelling and grammar are correct and tenses are consistent.
- ☑ Put the right information in the right sections.
- ☑ Create a good impression with a neat and tidy layout. Use every space on the form effectively.
- ☑ Always use sections headed 'Any other information' as it is an opportunity to sell yourself.
- ☑ Get a friend or colleague to check for accuracy and errors by reading your draft and final application form.
- ☑ Keep a copy of the completed form. It will be handy to refer to if you are called for interview and as a reference when completing other application forms.
- ☑ Always send a Covering Letter with your application form.

Things to avoid when completing an application form

- ☒ Don't delay the task of completing the application form. Try to complete it as far ahead of the deadline as possible, as they always take a long time to get right.
- ☒ Don't leave questions unanswered, if there are questions not relevant to you write 'not applicable' against them.
- ☒ Don't substitute the application form by just submitting a copy of your CV or by attaching your CV to the blank application form. If you are asked to obtain an application form and submit it completed, do just that. Always follow carefully the instructions for application given in the advertisement.
- ☒ Don't send a CV with the application form unless the instructions specifically state to do that.