APPLICATION FORM DOS AND DON'TS

Completing an application form is very similar to writing your CV and a lot of the same rules still apply. Here are some tips to help you complete a high quality application form.

Dos:

- If you are handwriting a form do make a photo copy of the application form and do a first draft to minimize making mistakes.

- Do pay attention to the details. Read the application form and use the right colour ink, fill in the correct boxes and hand it in to the right address **on time**.

- Do make sure the application is neat and easy to read.

- Do make your answers relevant to the position. If the job is for admin, draw upon all of your previous admin experience, highlighting your skills and training in this area.

- Do give examples. In your personal statement use the space wisely to demonstrate to the employer when you have used your relevant skills and what you have achieved.

- Do pay attention to the person specification. If the application form has a person spec make sure you meet the essential criteria they are looking for. Answer all points and give examples.

- Do show your strengths. Include anything relevant that could give you the edge - any volunteering, clubs or organisations you belong to, or experiences that are directly relevant or transferable.

- Do make sure that the information given matches that of your CV.

- Do give the form to someone else to read or proof read, to avoid handing it in with any mistakes.

Don'ts:

- Don't lie. People often feel the need to exaggerate when applying for jobs, but lying can be discovered and it could lose you a job.

- Don't leave any gaps. Make sure you fully explain your work history and where you have taken time out.

- Don't waffle. Stick to the point and don't ramble.

- Don't disclose any information that was not asked for.

- Don't use negative language about yourself or others.

- Don't forget what you are applying for. There is nothing worse than taking the time to fill the form in only to discover you have applied for the wrong job.

- Don't use unprofessional email addresses. Your email address should include your name, not nicknames, usernames or anything offensive.

- Don't use an address that is 'care of'. If you have a different correspondence address then write that.

- Don't leave relevant questions unanswered.

- Don't use old or uncooperative referees. Always ask them first if they are willing to help you.

- Don't hand it in late. Allow time for postage, downloading or transportation but make sure it gets there on time.