
APPLICATION FORM “DO’S 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.

Do:

- If you are handwriting a form do make a photo copy of the application form and do a first draft to minimise making mistakes
- Pay attention to detail. Read the application form and use the right colour ink; fill in the correct boxes; fill in the correct boxes and hand/send it in to the right address on time
- Make sure the application is neat and easy to read
- Make your answers relevant to the position. For example, if the job is for admin, draw upon all of your previous admin experience and highlight your skills and training in this area
- 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
- Pay attention to the person specification. If the application form has a person spec make sure you meet the essential criteria as a minimum, however if there are desirable criteria make sure you meet these as this would be the information that they will use to select you above other applicants. Answer all points and give clear examples
- Show your strengths. Include anything relevant that could give you the edge - for example volunteering, clubs or organisations you belong to, or experiences that are directly relevant or transferable to the role you that are applying for
- Make sure that the information given on the application matches the information on your CV
- Read through the form to check for mistakes and also give the form to someone else to proof read, to avoid handing it in with any mistakes
- Tell the truth! People often feel the need to exaggerate when applying for jobs, but lying can cause further problems when you cannot prove items on your CV that are not true

Do Not:

- Leave any gaps. Make sure you fully explain your work history and where you have taken time out
- Stray when answering a question. Stick to the essential/desirable criteria and do not let these points be diluted with unrelated examples
- Disclose any information that was not asked for or is not relevant to the position
- Use negative language when speaking about yourself or others, including your previous employers
- 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
- Use unprofessional email addresses. Your email address should be simple and somehow include your name, not nicknames, usernames or anything offensive
- Leave any questions unanswered, it is better to attempt to answer a question rather than leave it blank. If you are struggling to answer a question maybe ask someone else for support
- Supply details of referees that you know may have moved on from you last role. In some cases you may need to make your referee aware that you have included them in your application
- Submit an application late. Make sure you are aware of the exact closing date/time to time for postage, downloading or transportation to make sure it gets there on time. Do not leave it to the last minute and make sure to give yourself extra time in case any problems arise. Try to submit it the day before the deadline!