

# Completing an application form

## Useful tips for completing a successful application form

Before the interview process an application form can create a 'paper person' of yourself and is the first time you will be viewed by the employer. As such it is essential you spend time and create the right first impression.

**Read** all the instructions carefully before starting to complete an application form. For instance it may ask you to use block capitals, black ink etc. Make at least one copy for rough to complete first. This can then be copied out onto the real form before sending off.

**Answer** all the questions required—be careful not to skip a question thinking you will go back to it later and then forget. Do NOT refer to a CV and simply send a CV in. Organisations use application forms for specific reasons as they tend to get the exact information they require from applicants. If you simply send your CV instead it is unlikely you will be short listed for interview.

Answer all questions fully, providing **examples** where required. Link your answers and chosen examples to the person specification or job description where possible ensuring they are relevant to the job role.

Sell yourself in a **positive** light. If you feel there may be something that can appear as a negative, try and turn it around to be positive. DON'T lie! Mistruths on an application form can be easily discovered and as well as not getting the job, you may get yourself in trouble!

Once you have written out the form, **check** it yourself for spelling and grammar, then get someone else to check it too. Ensure you allow plenty of time to fill the form out, using your best handwriting if not completing it electronically.

Take a **copy** of the form for your records, and refer to it if short listed for interview as much of the questioning is likely to come from your form so it is useful to remember what you have written!

**Return** the form in a large envelope. If you have spent a lot of time on completing it, you don't want it to arrive folded and crumpled!

Make a note of the deadline and return it in plenty of time.