



Completing a Job Application Form

Helpful Tips

- Think about why an employer may have chosen an application form process rather than CV's. This is so that they are able to specify the exact information they need to make sure they pick the right person for the job.
- Before you start to complete an application form take a copy of it and work out what you are going to put in each section.
- Remember to follow their instructions- if they ask you to complete in black ink make sure that you do.
- When you are completing an application form on line take time to familiarise yourself with the instructions so that you don't lose your work. You may prefer to complete the sections on word and then cut and paste them into the application form- that way you always have a back up if something should go wrong.
- A good CV helps to act as a framework when completing an application form as it will list dates, employers etc but do not just repeat your CV on the form or include a copy instead of completing the whole form.
- Don't just copy and paste supporting information from another application form. Use it as a guide but remember each job is different and it will be very obvious to an employer that you have not tailored your information to their specifications.
- If you are having difficulty showing that you have the experience or evidence that you can do the job think about examples from your personal life or a similar situation. Show that you have learnt new skills in the past and are willing to do so again.
- Use the job and person specification as a guideline when completing the additional or supporting information sections of the application form. This is very important as an employer will be using this section as part of their

criteria for shortlisting. Take each point of the person specification and concisely demonstrate how you meet them using concrete examples.

- Always check your work for grammatical and spelling mistakes and make sure, if you are typing that it is in a readable font. Always keep a copy before you send it.

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