

RESOURCES

A series of useful information to help you



Application form

Some job adverts will ask you to fill in an application form. You may need to contact the employer to get a copy of this, or complete it online.

Tips on completing application forms

Do:

- ✓ Check the instructions for filling in the application form - for example: whether you have to write in capitals or in black ink only.
- ✓ Spell the name of the company correctly.
- ✓ If you're filling the application form in by hand make a copy and prepare a draft and then transfer the information to the actual form.
- ✓ Read over the job advert again and make sure the information you include on the form is relevant.
- ✓ Answer all questions and fill in all the boxes.
- ✓ If there are gaps in your employment history say what you were doing during that time – for example: studying or voluntary work.
- ✓ Include skills that you have developed outside work.
- ✓ Ask a friend or relative to check your application form before you send it.

Don't:

- ✗ Leave any gaps- fill each section in if you have the information. If a question doesn't apply to you, write 'Not applicable' or 'N/A'.
- ✗ Forget to photocopy your final version – this is important in case you get an interview and you may want to refer to it.
- ✗ Be afraid to ask for help when completing job application forms. Ask friends and professionals such as the tutors or assessors for advice.

Don't forget...

Read through your form to check for mistakes.

The application form will usually be your first point of contact with an employer so you need to make sure that yours stands out from the rest and makes them want to meet you.