

Application Forms



Why are they important?

This may seem like a silly question but application forms are usually the first stage of getting closer to a job offer. It is important that you make sure you give the employer every reason to want to interview you and that your application stands out above the rest.

Futures Top 10 Tips:

- 1** Always read the job specification first, this will help you understand what the employer is looking for.
- 2** Give yourself plenty of time. Application forms can be time consuming and it is important that you don't rush.
- 3** Be sure to read the questions carefully and answer them all. If a question includes two or three sub-questions, answer all of them.
- 4** Don't leave blanks! Always make sure you fill in all the details.
- 5** Draft your answers first and then come back and check them later.
- 6** Triple check your spelling and grammar. If you are not sure, ask someone else to look at it for you.
- 7** Give plenty of examples in your answers
- 8** Don't include your CV unless you're specifically asked to, it will just double up on information
- 9** Don't include anything you can't back up at an interview.
- 10** Concentrate on listing achievements that are most relevant to the job you are applying for.

Sentence starters you can use in your application form...

My previous experience of ... showcases my ability to ...

During a placement, I had responsibility for...

My outstanding commitment to has enabled me to...

I have had extensive work experience in ... giving me varied skills and the ability to...

I have recently studied towards...which has supported me to develop new skills in...