Application Forms

Hints and Tips

- If possible, photocopy the form and use the copy to practice on.

- Always read the form in full before you start to write anything:

    - Does it say that you need to use a blue or black pen?

    - Does it say that you have to write in capital letters?

- Check your spelling and punctuation.

- Write clearly and do not scribble out mistakes.

- Complete all sections – make sure you give your full name and contact details. Under 'Qualifications' put your predicted grades if you are waiting for your results.

- There is usually a section called 'Supporting or Additional Information' and this is where you need to sell yourself. Read the job information carefully and check what skills and experience are needed for the job. Try and give specific examples of how you have gained those skills and experiences.

- Keep a copy of the completed form to refer back to if you get an interview.

- Use a large envelope so you don't need to fold the form too many times and make sure you put the correct postage on.

- Check the application deadline and make sure you post the form in time for it to arrive before the closing date.