



## Applying for a job - Application Form Tips

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### General tips

- Always check the instructions for filling in the application 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
- Include skills that you have developed outside work
- Keep a copy of your form so that you can see what you have written. This is especially useful for when you ask for feedback about your application/ interview
- Ask someone to check your form before you submit it

### Online application tips

- When you first register your application on an organisation's website you will usually be given a password which will enable you to save your work when you need a break. If you have a few applications on the go, make sure you have some way of remembering all your passwords.
- Modern online applications can usually be amended as many times as you want before the closing date and printed off, but this is not always the case.
- Familiarise yourself with the particular application system before you start
- Regularly copy your answers into Word to save them in case the system crashes
- Avoid filling in the form at the last minute because the organisation's server could be overloaded and you may miss the deadline
- Just like all applications, your answers should be formal and targeted at the skills required. The online system will probably restrict you to a particular text format (e.g. font size and style), be aware of this when you draft your answer.
- Online applications are often less carefully completed than old-fashioned forms - do not fall into this trap.
- Make sure your spell-check is set to English UK not English USA
- Use spell-check to check your spelling and personally check your spelling and grammar
- Make sure you have answered every part of every question.