



APPLICATION FORMS

Application forms are used by many employers, as it's a great way for them to review candidate applications side-by-side, and easily draw comparisons between them during the recruitment process. However, present job applicants with an application form to fill out and it fills some of them with horror.

Here are our 10 pointers for how to tackle any application form.

- 1.** Take it seriously. Put the effort into making your application form as good as it can be as it's probably the only tool with which the hiring employer has to judge you and whether they want to see you for an interview.
- 2.** Make copies of the original application form to get you started, and prepare drafts. Only transfer the information onto the original application form once you are sure you have the best possible version ready.
- 3.** Always check the instructions for filling out the application form - if it asks you to fill out the form in black ink only, fill it out in black ink only.

4. Refer closely to the job description and person specification for the role whilst filling out your application form, then you can refer to specific skills and experience the reader will be looking for.

5. Answer all questions where possible and fill out all the boxes unless instructed to leave some areas blank.

6. If there are gaps in your employment history there is usually a space to account for these – make sure you account for what you were doing and for what time periods.

7. Application forms usually have a section for you to explain why you are a suitable applicant for the role. Take plenty of time to construct a compelling case for why you should be selected for interview as this section can really differentiate you from other candidates.

8. Ask a friend or relative to check your form before you send it.

9. If you are handwriting your form – make sure it is neatly written, legible and free from any ink smudges.

10. If you are typing your answers onto an electronic version, you should have the option to spell check the document before you send it.

Above all – don't let the prospect of filling out an application form put you off, otherwise you'll have failed at the first hurdle! After you've filled out one application form, most are similar to each other so practice makes perfect.