



Tips on Completing your Application Form

Your application form is the most important document in the decision as to whether or not you are selected for an interview. It is important that you complete the form clearly and include all relevant information. Please do not send a C.V. The Shortlisting Panel will only use the information included on your application form which will be compared with a pre-determined set of criteria agreed at the point that the post was advertised.

Do's and Don'ts

Do's

- Read the Job Description and Person Specification before you complete your application form.
- Tell us what you want us to know, we will not assume that we know about you or your abilities.
- Complete all of the form, if some sections do not apply to you then please write " not applicable " in that section.
- Keep any interview dates that are pre-arranged free, and advise us of annual leave etc, planned within one month of the closing date for the job for which you have applied.
- Make sure that your application form reaches us by the closing date. We will not accept it after this date

Don'ts

- Tell us what you currently do and assume that we will consider it as relevant
- Omit any details of experience and / or qualifications you have. Even voluntary work or unpaid work can be relevant.
- Omit any qualifications details, we will consider their relevance and check out their equivalent level (where appropriate).

- Assume that we will know anything about you or your abilities. The only information we use when we shortlist for jobs is from the application form we have from you. You must therefore tell us why you are suitable for the job.
- Send a C.V. (Curriculum Vitae). Each applicant is treated equally and we only consider the completed application form.

Words to look out for

Look out for the following words in the Job Description and tell us why you think that they apply to you. There may be hundreds of applications for the post you are applying for, so you need to make yours stand out from the others.

Experience - things that you may have done which may be relevant for the job you are applying for. This could involve voluntary work, paid employment, activities outside of work etc. Tell us what your experiences are, when you had them, how long it was for and so on.

Skills and Abilities - the things you are able to do and your attitudes etc.

Interpersonal Skills - how you deal with people on a one to one basis and also in groups, this links in with communication skills below.

Communication - talking, writing, presenting ideas and opinions, persuading people.

Information Technology - computers, word processors etc

Knowledge - what you know and how you know it

Manager or Supervisor - responsible for managing people or a service, organising things - when, who, where, why, cost etc

Finance - working with money, invoices, petty cash, accounts etc.