

# Complete that application form!



Many employers will ask you to complete an application form rather than submit a CV. Read these points carefully and complete your application form with confidence!

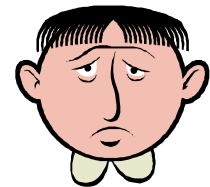
✓ **Re-read the details of the job carefully.**

Underline or highlight the main requirements/skills/qualifications asked for to make sure the job is definitely suitable for you before you start to fill in the form.



✓ **Take the application form seriously.**

If you are not prepared to take a certain amount of time, you are probably not that interested in the job!



✓ **Take a photocopy of your application form.**

Then you can make as much of a mess on it as you like until you are happy with your final draft.



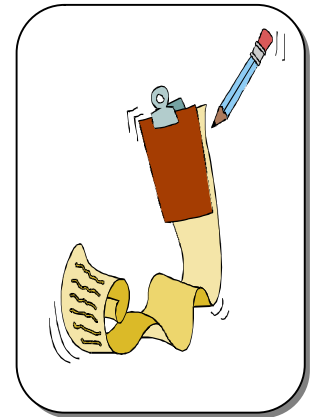
✓ **Read the form thoroughly.**

Understand what you are being asked to write under each heading/question. If the application form comes with guidance notes on how to fill it in - read them carefully as well!



✓ **Plan.**

Spend some time thinking about what skills and personal qualities you can offer the company. Most application forms include a question about your personal qualities and how you can contribute to the job on offer. Make a list of up to 5 of your good qualities (use the Personal Profile Key Words list to give you some ideas) before you answer any questions about your strengths.



✓ **Follow the instructions.**

When you start to fill out the original form, carefully follow any instructions, eg. Use black ink, block capitals, etc.

**APPLICATION  
FORM**

✓ **Keep it neat.**

Use your best handwriting and a good pen (preferably with black ink). Try to present the application form as neatly as possible and keep it flat. You need to make a good impression.



✓ **Use your CV.**

If you have an up-to-date CV then a lot of the information (such as employment history, work experience and qualifications) will already be at your fingertips.



✓ **Use chronological order.**

Put your most recent education details, qualifications and job/work experience first (unless instructed to do otherwise).



✓ **Read the job description and person specification.**

Sometimes applications come with a description of what skills and personal qualities are required for the post; make sure your application is relevant to these because that's what the employer is looking for!



✓ **Promote yourself.**

When outlining your work experience or key skills use positive words to promote yourself (use the Key Skills list sheet attached to give you some ideas).



✓ **Add interest.**

Headings such as 'Additional information', 'Reasons why you are applying for the job', 'Why do you feel this position is for you?' or 'Hobbies, leisure activities and interests' give you the opportunity to express yourself and to stand out from the rest!

Don't waste this opportunity!

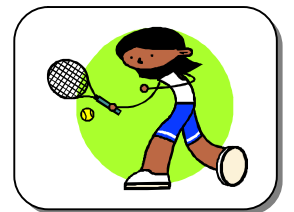
Give some details of your interests.

eg. What *types* of films/books/music/computer games do you like? (Thrillers/adventure/ fantasy/rock/dance, etc.)

What *types* of activities do you enjoy doing with your friends? (Cinema/sports events/concerts, etc.)

Here are some useful words:

Like / enjoy / interested in / fascinated by / enthusiastic about / keen on / excited about / have a passion for / succeeded in



## Personal profile – KEY WORDS

- Able to work under pressure
- Adaptable/flexible
- Adventurous
- Capable
- Caring
- Cheerful
- Competent
- Confident
- Confident dealing with the public
- Conscientious
- Co-operative
- Dynamic
- Energetic
- Enthusiastic
- Experienced dealing with the general public
- Friendly
- Good at keeping to deadlines
- Good at using my own initiative
- Good communicator
- Good IT skills
- Good listener
- Good team worker
- Hard working
- Helpful
- Honest/trustworthy
- Lively
- Methodical
- Organised
- Patient
- Polite
- Punctual/good time keeper
- Reliable
- Responsible
- Self-motivated
- Sensitive
- Smart
- Versatile
- Willing to help
- Willing to learn

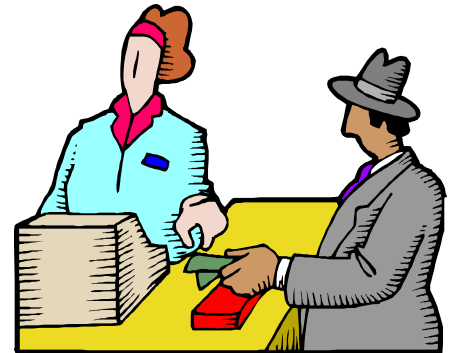
## KEY SKILLS

- Advising
- Amending
- Analysing
- Assembling
- Assessing
- Assisting
- Buying
- Calculating
- Caring
- Caring
- Checking
- Cleaning
- Communicating
- Compiling
- Computing
- Co-ordinating
- Copying
- Deciding
- Delivering
- Developing
- Drawing
- Driving
- Enabling



**'Pricing'**

- Encouraging
- Ensuring
- Establishing
- Evaluating
- Examining
- Filing
- Handling
- Helping
- Inputting
- Interpreting
- Inventing
- Leading
- Learning
- Liaising
- Loading
- Making
- Managing
- Memorising
- Monitoring
- Motivating
- Negotiating
- Operating
- Ordering
- Organising



**'Buying'**

- Overseeing
- Performing
- Persuading
- Planning
- Playing
- Pricing
- Problem-solving
- Providing
- Recording
- Researching
- Selecting
- Selling
- Serving
- Sorting
- Stocking
- Storing
- Supervising
- Teaching
- Training
- Typing
- Updating
- Working
- Writing / reading