



Notes on Completing Application (External)

An invitation to attend an interview is based on the contents of the application form and on how you match your skills and experiences to the role.

1. Before putting pen to paper - Please Read the Recruitment Pack.

- ◆ Look at the job description – The sift panel will want evidence of how you meet the advertised eligibility criteria.
- ◆ Speak to the contact point to get more information?

2. Gathering evidence

- ◆ Think about what the job involves. Illustrate how you match the job requirements detailed in the job description. Most people find it difficult to “sell” their skills and competencies - but in an application form you **must** do this.
- ◆ Consider examples from a previous job, or from outside the workplace if you feel that your work related examples are not strong ones.

3. Completing the form

- ◆ Is the form legible?
- ◆ Have you sold yourself, giving **specific** examples - *against each of the criteria in the job description?*
- ◆ Have you been - clear - used plain English and not jargon?
- ◆ Have you structured the application form so it is easy to follow? Would bullet points - sub headings - **bold font** improve the presentation and ease of reading

4. Some other useful tips

- ◆ Draft out your application before filling out the form.
- ◆ Check the dates and ensure that you have completed all parts of the application form.
- ◆ Fill out the whole form, do not refer to your “personal file” or an attached CV instead.
- ◆ The application form should explain how you are suitable for the post you are applying for - **not a history of your career so far.**
- ◆ Remember the sift panel do not know what you may have left out, **they will assume nothing.**