



# Application Forms

For every job advertised there are generally dozens, maybe hundreds of applicants. Filling in an application form is therefore very important. From an application form an employer can tell that you:

- take care in the presentation of your work
- can follow instructions
- have the skills to match the job
- possess qualifications and work experience.

## How to complete an application form

- Always make a **photocopy** of the **original** blank form to practise on.
- Before you set pen to paper **read** through the form carefully to ensure you have **understood** the instructions for completing it.
- Follow all **instructions**. For example 'complete the form in black ink'.
- Allow plenty of **time** to complete the form. If you rush you are likely to make mistakes.
- Make sure that you have all the **details** of your qualifications, achievements and other relevant information to hand before you start