

Hints and Tips for filling in an Application Form.

The decision to invite you for interview is based entirely on the information you give on your application form, so it's really important!

Within the job advert you will find the job description and person specification; you should read this carefully as this information will help you to decide if you want to apply for the job.

The **job description** gives you details about the job and lists all the main tasks and duties that you will be required to carry out.

The **person specification** lists the knowledge, skills, qualifications and personal qualities needed to do the job. When completing your application form you need to be able to demonstrate how you to meet the person specification.



Section 1 – Experience, Skills and Abilities

- Cover as many points as possible in job description giving first hand examples.
- Draw on all past experiences.
- Use each item on the person specification as a heading and give examples to show how or what you've done meets this item.
- You can refer to student placements, work experience, personal experience & volunteering.

Section 2 – Present Employer

- If you are employed, please give details about your present job
- Please state if you are not currently employed.

Section 3 – Previous Employment

- Please provide as much work history with accurate dates where possible.
- Please give details of all your previous jobs since leaving school/college, in date order, starting with the most recent. Any gaps in your employment history need to be explained
- Please state if you have worked abroad or if this applicable.



Section 4 – Education, Training and Qualifications

- Please see person specification and ensure the essential criteria is met.
- Give details of your education, qualifications and training. Include all your qualifications and any training and short courses you have attended or are working towards.
- Please list any associated training for example Food Hygiene, Paediatric First Aid.

Section 5 – Other

- Please put any relevant information.

Section 6 – Additional Information

- Any other information detailed that you have not put in Section 1.



Section 7 – Personal Details

- Please complete **all** boxes.



Section 8 – Referees

- Please put your current employer down as your first reference.
- If you are not employed at present, your last employer, or if you are a student, your course tutor / teacher.
- Your referees should, where possible, be people who are able to give information about your ability to do the job for which you are applying.
- Ensure that there are 2 referees.

Good Luck