Application Forms

1. Decide on 5 unique selling points that you have, and be sure to get these across in your application form. Do you have fantastic communication skills? Are you skilled at using particular software packages? Think about what it is that the employer wants to know about you, and make sure you tell them!
2. Read the instructions carefully and make sure you follow them! Sometimes this can be part of the test.
3. Read the Job Description and Person Specification. Then read it again! Understand what the job entails, what the organisation says about themselves, and think about how your skills and experience match up.
4. Do your research! Just like for a job interview, research the company beforehand and find out as much as possible. Use Linkedin, look at http://www.thestudentroom.co.uk/ for students’ anecdotes on the company, and thoroughly read the website.
5. Draft your answers, and come in and see an Adviser at a drop-in session (link) if you have any questions.
6. Don’t waffle! Be clear and concise, and mention the specific skills that you have that apply to the job.
7. Check your spelling & grammar. This is so important, and so often overlooked. If you are completing an online application, copy and paste the text into Microsoft Word or a similar programme, and check it through.
8. Once you’ve copied and pasted it in to a document, save it for future reference. Often, application forms have similar questions, so you can re-use your answers (with a lot more research and personalisation to the next company, of course!)
9. Answer competency based questions (link to competency questions page) with concise but specific details. Use the STAR method (link to competency ques page) – What was the situation? What was your task? What was the action that you undertook, and what was the result?
10. Take your time. Don’t wait until the day before the closing date to complete the form. Start early, and re-read your answers before submitting.