

Application Form: Hints & Tips



Here are our top tips to help you complete your application form!

1 Getting Started

Each application received is reviewed by a member of the recruitment team based on its content, if it meets the benchmark it will be progressed to the next stage.

So before you even get started make sure you do your research on the role and the organisation you are applying to - find out exactly what they are looking for!



2 Correct details

Make sure that you fill out all details of the form and make sure that they are correct, especially your contact details.

Missing parts of an application form can show a lack of attention to detail and if we can't contact you we won't be able to progress your application!



3 Read the questions carefully



Make sure that you answer each part of the question. Look at the word count and try to be as close to the maximum as possible.

Also try saving the questions on a separate document and highlighting each part - this should help you to provide structured and full answers.

4 Be specific

Please make sure that you refer directly to the role and the organisation you have applied to.

It is obvious when candidates 'copy and paste' from AI or use generic answers across applications (particularly if another organisations name has been left in - oops!)

Avoid using bullet points and always make sure that you provide full answers.



5 Double Check!

Before hitting the final 'apply' button make sure you go back and double check:

- Have you provided all the necessary information?
- Are all the details correct?
- Have you gone back through to check spelling/ grammar? (Get someone else to check over too)
- Have I been specific to the role and the organisation?
- Have I shown my passion and motivation for this role and organisation?

Good Luck!