



Applications forms are the first stage of getting you closer to a job offer. It's your first opportunity to make a good impression and showcase your skills, and it's important to give the employer every reason to interview you rather than someone else.

## ☆☆☆ Top tips

01

### Always read the job specification first.

This will help you highlight the skills the employer is looking for. Start thinking about how your skills and experience match up with what they're looking for.

02

### Give yourself plenty of time to complete the form.

Once you've completed the form you should leave time to check spelling/grammar and make sure all the questions have been thoroughly answered. Draft your answers and then come back to check them later. It's always a good idea to ask someone else to have a look at your application form too as they will notice things you haven't seen.

03

### Be sure to read the questions carefully and answer all parts.

If a question has two or three parts, make sure you address all of them in your answer.

04

### Don't include your CV unless you're specifically asked to.

Some organisations do not accept CVs as they may use applications forms in place of them. If you've not been asked for a CV, you don't need to provide one.

05

### Tell the truth!

It's important you don't make any claims in your application form that you can't evidence when asked about them. If you're found out, it could harm your chances of getting future roles with that company too.

06

### Concentrate on listing achievements that are relevant to the job you want.

If you have lots of experience in different roles, try to pick the one that most closely matches the job you're applying for when you're giving examples. It will help the employer to see you in that role.

07

### Fill in every section

Sometimes you might not feel you have the skills they're asking you about - but even if you don't have them through formal work, you might have them because of something else you've done! Check out our Skills, Abilities and Qualities guide for more information.

08

### Give specific examples.

You should always back yourself up with examples - if you've been asked to talk about a particular skill, tell them about a time you've used it and what the result was. Use the STAR (situation, task, action response) model if you can:

Situation	Task	Action	Results
During my time working at Homebase, I showed leadership skills by helping to train new team members.	This required me to show them how to operate the till and navigate the stockroom.	I offered to let the new team members shadow me while I demonstrated how to put transactions through, and then swapped with them so they could try it themselves with my support in case they needed it and offering encouragement to build their confidence.	As a result of this, new team members felt empowered to do their roles and were ready to start working independently more quickly.