

Do's and Don'ts

Do...

- Follow instructions on the form
- Read the whole form before trying to write on it
- Say positive things about yourself
- Give evidence of your achievements
- Complete the form with the specific vacancy or employer in mind
- Make a first draft then try to improve on it before writing the final version
- Use black ink
- Photocopy the completed form ready for the interview
- Send it with a covering letter
- Choose the right size envelope, folding it in four does not give a good impression

Don't...

- Make spelling or grammatical errors
- Dirty the form
- Send the same application out to various employers—you must tailor it to a particular vacancy
- Fill in your application with exaggerated statements about your achievements with no evidence to back it up
- Be negative about your achievements
- Forget to explain gaps in your education or employment

This completing job applications leaflet is part of a wider range of employability skills information from DISC.

Ask your Support Worker if there are any more health and wellbeing issues that you would like to receive information about.



Employability Skills



Completing Job Applications



Why Use Application Forms?

Companies often use application forms instead of asking for a CV because they take longer to complete and can put off people who are not seriously interested in the job.

Take time on your application form, you are completing it for one reason only—to get an interview.

The most important thing to remember is that it's not always the best applicants who are invited for an interview, it is the people who complete their application forms the best.

Don't be tempted to just send your CV instead of completing the application form. If the company has provided you with an application form, they want applications to be made on it.

You can use your CV to answer most of the questions on the application form, and your CV will come in useful to remind you of dates and achievements etc. This should save you a bit of time, and allow you to concentrate more on the questions that can't be answered from your CV.

Some tips on how to answer these types of questions can be found in the next section.

Answering Questions

Questions which can be more difficult to answer are those with large blank boxes, sometimes a whole page, asking for additional information to support your application. These are sometimes:

- What skills can you bring to this job?
- What interests you about the job?
- What makes you suitable for the job?
- Previous work experience or other information that you consider relevant to your application

Questions like this are the most important part of the form. What the employer is trying to find out from your answers is why you are applying for the job and what you have to offer above other applicants.

Before you answer these questions, make sure you have read the job specification, know the company's requirements and match your skills and experience up to what they are looking for.

Questions like these are your chance to make your application stand out and highlight your main selling points.

Other Questions

When answering questions about your health or disabilities, reassure the employer by stating how this does not affect your ability to do the job (as long as this is true).



If you can't drive but intend to learn soon or have a test booked, include this on your application. If you are asked about a clean licence, be honest. Points on your licence won't necessarily lose you a job offer, but being dishonest may do.

If you are asked why you left a previous job, give positive reasons. Don't be negative about previous companies or colleagues. Instead of saying "I didn't get on with my boss" or "I was bored with the work" say something like "I wanted to advance my career" or "I decided to change my line of work offering more variety".