

My Application Forms

Application forms are potentially the first impression that employers receive of job applicants, it is important that you use your application form to show how you are suited for the opportunity.

This activity is designed to help you consider your answers to typical application form questions. They are based on questions that many employers are asking applicants now.

The majority of people who complete this activity spend around 30 minutes on each question.

When you answer questions on an application form you should personalise your answers to the job you are applying for. As this is a practice activity, why not try to personalise your answer to your preferred job or a job you will be applying for?

Steps to take:

1. Consider each question carefully and write down the answers you would currently put on an application form. Make sure you try your best because this exercise will help you improve the quality of your application forms.
2. Do you believe your answers promote you as a desirable candidate to the employer? If not think about what you need to do to improve your application.
3. If you are struggling to complete the activity, or feel like it needs some improvement; use the internet to find examples of good answers to similar questions. This could give you some inspiration and ideas to improve your answers.
4. You will be informed when you need to complete this activity by and what happens next

Please give an example of when you have worked as part of a team, describing the situation and your contribution.

[illegible]

Please describe one example when you have provided excellent customer service to either a customer or colleague.

[illegible]

Please describe an example of when you have had to successfully listen and understand a set of instructions.

[illegible]

Please describe an occasion when you have had to meet a tight deadline on a task, what did you do to help you complete the task?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Best practice checklist

In order to maximise your chances of success, try to consider the following:

- ☐ Many employers will have a person specification/ job description for vacancies; make sure you read this carefully. This is because these documents will have really useful information on what the employer is looking for, you can then use this information to personalise your application form. Don't forget to follow the instructions (e.g. use a black pen and block capitals), because if not, some employers may discount your application straight away.
- ☐ Answer the questions on a separate piece of paper first, so you can practice your answers (you can even photocopy the application form and practice). For online applications you can copy and paste the questions into another document so you can practice the questions (and use a spell checker!).
- ☐ Employers will want to read what **you** did; make sure try to use "I" in your answers
- ☐ Write neatly and check for spelling mistakes because the application form is a visual impression of you – make it stand out for the right reasons.
- ☐ Ensure you complete every appropriate section of the application form
- ☐ Research the organisation and personalise examples to the specific job role
- ☐ Never leave the 'Further Information' section empty even if it says it is optional – this is an additional opportunity to tell the employer why you are the best candidate for the job. You should consider explaining why you would like to work for the organisation and to further demonstrate how your skills and experience would be useful to them. You can also use this section to elaborate on other answers that you didn't have the space to cover adequately before.