

CAREERS

Application Form Checklist

Initial research and planning

- I have researched the company/organisation and the specific role I am applying for. |
- I have read the job description and the person specification for the role in full. |
- I have enough time to complete and submit my application well before the deadline (remember vacancies may close early if sufficient applications are received). |
- I have investigated what the application form requires and any particular instructions e.g. word counts. |
- I am drafting my answers in a separate document so that I can edit and perfect them before uploading/sending my application. |
- I have contacted the employer for further information if I am unsure about any aspect of the role or the application process. |

Completing the application form

- I have used STAR or CARE to demonstrate that I have the skills the employer is looking for. |
- I have provided evidence-based answers with clear examples of my skills/experience. |
- I have related my answers back to the essential criteria in the person specification. |
- I have avoided highlighting any negatives or weaknesses. |

Checking and submitting

- I have given answers to all the questions - in particular I have provided full answers to any general sections e.g. 'additional information' or 'tell us why you want this job'. |
- I have made sure that each answer directly answers the question being asked. |
- I have proofread my application and checked my spelling and grammar. |
- I have kept a copy of the information and answers I have submitted in case it is not possible to retrieve this at a later date. |