



## Completing an Application Form

An application form is useful for employers - it makes it easier for them to select candidates.

Important information before you start filling in the form:

- If you are sent an application form, don't be tempted to send a CV instead.
- Make a few copies so that you can practice.
- Look through the form carefully, read through any notes accompanying the form, and make sure you understand what you need to do.
- Check the 'essential' and desirable ' requirements for the job and make sure you can match those that are 'essential '.
- Complete all sections which are relevant to you.
- If a section is not relevant you can either put 'N/A' (not applicable) or put a line through it.
- Check your spelling and grammar.
- Make sure it looks neat and tidy.
- Make a photocopy before you send it.

Don't forget - the aim of an application form is to get you an interview!

Check to see if the application form asks you to use black ink and BLOCK CAPITALS? Don't overlook this.

What information are you asked to provide?

Position applied for - ensure you put the exact title of the job, e.g. Administrative Assistant and quote the reference number if that vacancy has one.

Where did you see the vacancy advertised? If you saw it in a newspaper, say which newspaper.

Personal details - you will be asked to provide surname/ Family name; First name(s), address and postcode.

You will also be asked for your nationality - write what it says, or would say in your passport.

National Insurance Number - if you do not know your number you can get it by phoning you local Inland Revenue Office.

You may be asked if you have ever worked for the organisation before or if you have any relatives who work for the company. Make sure you answer honesty.

Education - name of school / college / university - you may be asked to put the last one you attended first.

Nature of course / academic results - If you are waiting for exam results you can put your estimated or predicted grades e.g. French A Level - B (estimate).

Employment History - again start with the most recent. Don't forget to list part-time jobs and work experience.

Position and duties - e.g retail assistant: customer service, cash and credit transactions, stock maintenance.

Reason for leaving: e.g. holiday job.

Period of Notice: e.g. it could be 'one month'. If you are currently work make sure you check this out.

References - you will normally be asked to provide contact details for two referees. These should be two employers or if you do not have two employers you should include your head teacher or college principle and someone who knows you well, but not a relative or friend. Before putting someone as a reference check that they are happy to be your reference.

Additional Information - Do you have any health problems that could affect your future employment within the company? Be honest here. Discrimination on the grounds of disability is not allowed.

Have you every been convicted or cautioned by the police, for any criminal offence, or have you a prosecution pending? Be positive that you have now put the offence behind you.

Equal opportunities monitoring - Companies should have an equal opportunities policy to ensure that discrimination does not occur, and this section of the form helps them check it is being followed.

That is why you may be asked to give details such as your gender, sexual orientation or nature of any disability. The information is usually detached from the application form before the selection panel sees your application.

Other information to support your application

This is the most important part of the application form.

You can highlight your skills and achievements here and show how they make you a good candidate for the job. If there is a list of 'essential' and 'desirable' requirements make sure that you cover at least the 'essential' ones. You will find that the way you complete this section will be different on each form, to match the particular requirements of the job.

Be positive, but honest. You'll probably want to jot down ideas on scrap paper first and may take two or three attempts to get it right. Keep a copy of the 'rough' version and ask someone else to have a look at it. If you are under 19 you can ask a Connexions Personal Adviser for more advice.

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igen Ltd. No1 Eastgate. Leeds. LS2 7LY • Tel 0113 225 9000 • Fax 0113 226 2190 • Email: [enquiries@igengroup.co.uk](mailto:enquiries@igengroup.co.uk)

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