

# SPRINGVALE LEARNING

## JOBSEEKERS – APPLICATION FORM FILLING TIPS

Springvale Learning provides access to free job search facilities for all programme participants. The facility is managed by a qualified and experienced employer liaison officer who can assist jobseekers to research suitable job opportunities in the job market, complete application forms and practice and preparation for interviews. This service includes free access to the internet, computer workstations, telephones and fax machine, printing, scanning and photocopying services for your job search.

### **Application Form Filling Tips**

- Firstly, if you can, get a copy of the original application form and complete it in rough work before transferring the information to the form you will submit. This will help to avoid mistakes and misspellings from the outset.
- If completing the form by hand always use black ink. If the employer needs to make multiple copies of your form it will remain clear and legible.
- If you can, keep a copy of your completed form so you can bring a copy to the interview so you can remember what you have written. This is particularly useful if you find yourself applying for several jobs at one time.
- An application form completed electronically will always look smarter than one completed by hand. It makes the job of the interviewer easier and gives them a good impression of your organisational skills from the outset.
- Tailor your answers on the application form to the criteria specified in the job description and person specification reference the skills, experience and qualifications the employer is looking for. Ensure your form mirrors these requirements and it will make it easier for the employer to shortlist you for interview.
- Before sending the application off, double check you have answered all the sections fully and provided accurate dates and contact numbers as required.
- Make sure you form leaves you in plenty of time to meet the closing date and time.