Hints and tips for completing your application form

1. Read the instructions carefully
· Make sure you understand what the employer is asking for.
· Follow any formatting or word count guidelines.
2. Know the role
· Research the role and the company.
· Understand what skills and qualities they're looking for.
3. Be yourself – but professional
· Use clear, polite language.
· Avoid slang or emojis.
· Let your personality shine through in a positive way.
4. Highlight your strengths
· Talk about your skills, achievements, and interests.
· Use examples from school, hobbies, volunteering, part-time jobs and previous employment.
5. Tailor your answers
· Don't copy and paste the same answers for every application.
· Show how your experiences match the specific role.
6. Use STAR technique for examples
When describing experiences, use:
· Situation – What was happening?
· Task – What needed to be done?
· Action – What did you do?
· Result – What was the outcome?
7. Check your spelling and grammar
· Use spell check or ask someone to proofread.
· Read your answers out loud to spot mistakes.
8. Ask for help
· Teachers, careers advisors, or family members can give feedback.
· Don't be afraid to ask questions if you're unsure.
9. Be honest
· Don't exaggerate or make things up.
· Employers value honesty and potential over perfection.
10. Keep a copy
· Save your application before submitting.
· It'll help you prepare if you're invited to an interview.

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