

Application Forms

The application form is a method used by employers to screen prospective job applicants. The details completed (or not completed) can reveal a great deal about the suitability of the applicant for the advertised position. For this reason it is **important to take great care** when completing the form. The following hints should be kept in mind:

- Read the instructions and the form very carefully before you commence writing. **Take note of special instructions**, eg use place biro, print or use BLOCK letters, etc.
- If convenient, **photocopy or ask for a spare application form** before you commence writing.
- **Complete all applicable sections** and be careful with all dates and details.
- **Write neatly**, take **care with spelling** and remember this is their first impression of you.
- If a question does not apply to you and there is no instruction to leave that section, then write **NOT APPLICABLE or N/A**.
- After checking through the form for accuracy upon completion, **sign and date the form**.
- If possible, **make a photocopy of the completed application** for your files.
- **Keep a record** of when and where the application was sent.
- Use an A4 size envelope to **avoid folding application forms**, letter of application, resume, etc.
- When addressing the envelope, centre the written address and record sender's name and address on the back.