**Applying for a job - 10 top tips**

1. **TAKE YOUR TIME**

* You need to stand out from the crowd.
* It may be one of many applications that you complete, but remember that you are also one of many applications that will be received by the recruiter.

1. **PREPARE**

* Make notes before you start
* Use a Word Document that you can keep and cut and paste relevant parts from
* Find out about the employer and what the job involves. Try to demonstrate in the application that you have done some research on the job.

1. **READ THE INSTRUCTIONS**

* Does it indicate that you should use a certain colour or type of pen?
* Does it state to use BLOCK CAPITALS?
* Use the space that you are given.
* Do you have a guide for the number of words you should use? If so, try to get as close as possible to that number but DO NOT exceed.
* DO NOT MISS THE DEADLINE DATE.

1. **BE CLEAR**

* Do not use jargon or abbreviations
* Use clear language that is easily readable

1. **BE SPECIFIC**

* Use the headings from the person specification and describe how you meet the criteria.
* Make sure you meet all of the Essential requirements – you might not be selected if you do not.

1. **DEMONSTATE YOUR ABILITIES**

* Try to use examples to demonstrate your skills and experience.
* Don’t just use work place achievements. Use what you have done at home or in your spare time.
* Make sure your examples are relevant and linked to the skill you are trying to demonstrate.

1. **DO NOT EXAGERATE**

* Make sure you tell the truth about your qualifications and experience.
* Keep a list of your qualifications saved so that you can refer to them when filling in the form.

1. **BE POSTIVE**

* Demonstrate your enthusiasm for the job.
* Tell the prospective employer why you want to work or the company / organisation.
* Show why this particular type of work is interesting to you.

1. **PREVIOUS EMPLOYERS AND REFERENCES**

* Make sure the people you put for references are the type asked for on the application – either past employer or personal reference.
* Be honest but positive about your reasons for leaving a previous employment. Common reasons to put are: end of fixed term contract, career progression, redundancy, caring responsibilities, starting a course.

1. **CHECK AND CHECK AGAIN**

* Spelling and Grammar mistakes will stop you getting an interview. If you have answered on a Word Document before putting the answer in the form it will highlight any mistakes.
* Make sure you have followed all the instructions correctly
* Make sure you have not exceeded the number of words stipulated.
* If you can, ask someone to read through the application for you before you send it.