

Top 10 Tips to Completing an Application Form

1. **Focus on it fully:** When you complete the application form, go somewhere where you can concentrate fully, and there are no interruptions or distractions.
2. **Answer fully and honestly:** Complete all sections and answer all questions as honestly as possible. You may be asked about the answers that you put on the application form in a later interview.
3. **Update your contact details:** Make sure the email address/contact number you supply is accurate and one you check regularly, as when employers contact you they will want a quick response
4. **Meet the criteria:** Explain how your knowledge, skills and experience meet the criteria in the person specification. Usually the person specification has essential and desired criteria – try and think of key examples of where you meet these. It is useful to use the STAR technique to explain yourself fully.
5. **Think Extra-curricular:** Whilst it is always great to use examples from work, you can give relevant evidence from outside of your working environment if you cannot think of any work-based experiences. Great examples are from sporting or volunteering.
6. **Spell check:** If you are completing your application on the computer, software (such as Spell check in Word) can check your spelling and grammar for you. Before you send it off, ask for a second opinion from a friend or family member, they will also be able to proof read it for spelling, punctuation and grammar too!
7. **Check for professional registration:** Some posts require professional registration (e.g. NMC, GMC or HPC) – make sure that you state this clearly on your application, and give your registration number. If a post does not require professional registration, but you are a member of a **relevant** professional body, put that on too.
8. **Do not copy and paste your entire CV on to an application form:** The personal statement is an opportunity for you to state how you meet the person specification for that post.
9. **No jargon:** Do not use jargon or acronyms. We use a lot of them in the NHSBT that a lot of other people would not understand. Try and use the full names for things, for example NHS Blood and Transplant, or Organ Donation and Transplantation rather than ODT.
10. **Keep a copy:** Finally, before submitting your form, double check you have answered all the questions you are able to and retain a copy of your application form for yourself for future reference. This is useful if you are invited to interview, you can look over your answers to help you prepare.