

Top Tips to Completing the Application Form for Specialist Nurse in Organ Donation

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. **Check for professional registration:** This post requires Nursing and Midwifery Council (NMC) professional registration. It is vital that you state your registration number accurately on your application as this is checked at various stages of the recruitment process.
4. **Supporting Information Section & Supplementary Questions:** The supporting information section provides an opportunity for you to state how you meet the criteria listed in the recruitment profile. You may want to read the supplementary questions (which appear after this section) in advance of completing this to avoid repeating yourself. The supporting information and the supplementary questions will be the main focus for shortlisting candidates to attend for interview so please take time to explain how your experience, knowledge and skills meet the criteria and include what empathy and understanding you have towards Organ Donation.
5. **Do not copy and paste your CV:** The supporting information section needs to be specific to the essential and desirable criteria set out in the recruitment profile
6. **Talk to the experts:** Spend time talking to the Specialist Nurses and Team Managers in the team you are applying to so you gain an understanding of the role prior to submitting your application.
7. **Check for accuracy:** 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! Also make sure the email address/contact number you supply is accurate and one you check regularly.
8. **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 sports or volunteering.
9. **No jargon:** Do not use jargon or acronyms use the full names where possible.
10. **Keep a copy:** Finally, before submitting your form, double check you have answered all the questions and retain a copy of your application form for yourself for future reference. This is useful if you are invited to interview, as you can look over your answers to help you prepare.