

Top 10 tips for completing your application form



Blood and Transplant

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

The supporting information section and supplementary questions (which appear after this section) are the main focus for shortlisting candidates for interview. Please take time to explain how your experience, knowledge, qualifications and skills meet the essential and desirable criteria set out in the Recruitment Profile.

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 onto an application form

The supporting information section needs to be specific to the essential and desirable criteria set out in the Recruitment Profile.

9 No jargon

Do not use jargon or acronyms, it is important for clarity to use the full names where possible.

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.