

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 and Tissue Donation and Transplantation rather than OTDT.
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.

