

Five Tips Filling Out Application Forms



Ensure you read **all** the application form carefully, before you fill it in.

01



Call the named contact and if possible, visit the department and find out as much as you can about the job.

02



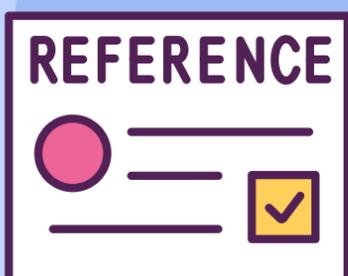
Pay particular attention to the **essential criteria** in the job description. You **MUST** include this in your application form to be considered for interview.

03



Spell and grammar check your application.
Use the full words before any abbreviations.
Ask a friend, family member, colleague or lecturer to review your application.

04



Select references carefully and ask before using them in your application. A reference should ideally include most recent employer/ university or placement tutor.

05