

# Application forms

*Some employers or colleges want you to fill out an application form. The form will tell them a lot about you. The way you fill it in can make the difference between being invited for an interview or not.*



## First:

- **photocopy** the form so you have a spare one to practice on
- **read** the form before you start. Watch out for instructions like 'use black ink' or 'write in CAPITAL LETTERS'
- **look** at each section and check what they want to know
- **fill out** all the sections on the practice form.

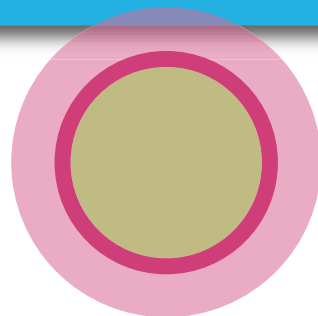
## Then:

- **check** the information is correct before you copy it out onto the proper form
- **check** your spelling
- **make sure** you mention any skills and experience you have that are linked to the job or college course.

## Always:

- **be honest**, don't put anything on the form which isn't true
- **use** your best writing
- **keep** a copy of the form
- **be** positive.

*Filling in application forms is really important so take the time to do it right.*



*Here is an example of an application form. Use it to practice filling in information about yourself.*



**Application Form**

Job/Course you are applying for:

Please give your full name and address in BLOCK CAPITALS.

Surname:  First names:

Date of Birth:  /  /  Mr  Mrs  Ms

Address:   
Postcode:

Email Address:

Telephone/Mobile Number:

Do you hold a current driving licence? Yes  No

**Education:** List schools/colleges attended starting with the latest. Give details of courses taken and grades achieved – indicate if you are still waiting for the results.

**Employment/Work experience:** List all employers giving dates, position held, salary and reasons for leaving.

**Additional Information:** Please supply any other information about yourself that you feel may be useful for us to know.