

# Application Forms

Many employers require candidates to complete an application form (paper-based or online) as the first part of the recruitment process for an advertised opportunity. Application forms are designed to bring out the essential information and personal attributes required by the employer. Large employers increasingly use on line applications, however some small to medium enterprises (SMEs) still use paper –based application forms. However you apply, you need to make a strong impression with the employer in order to persuade them to interview you.

## Preparing to start your application:

- Make a note of the application **deadline date** and allow yourself sufficient **time** for completion. Compiling an application form is a lengthy process and always takes much longer than you think. Do not leave it to the last minute.
- Do your **research** on the company, industry and role beforehand.  
[Employer Insights](#) by TARGETjobs (information on and advice from leading employers)
- Don't launch straight into completing the form. **Read** through the form and any attached documents, before first preparing your answers in **draft**.

Click on the useful links below for a detailed guide on completing application forms:

- [UWE My Future Guide on application completion](#)
- [Step by step guide to Applications](#)
- [The Graduate's Guide to Job Application Forms by TARGETjobs](#)
- [Applying for Jobs by Prospects](#)

## Tips for completing your application form:

- Ensure your answers are informative, structured and concise and you answer all the questions.
- Your answers should reflect the qualities and skills the employer has indicated they require for the role in the job description or advertisement.
- [What Skills do Employers Want?](#) by Prospects

Help to complete **On-Line** Application Forms:

- [How do I complete an on-line job application?](#) by Prospects
- [Practice on-line applications](#) using TARGETjobs select simulator
- Note: on-line forms often may include a selection test in addition to the questionnaire.

Help for writing and presenting information in your application:

- [Action words](#) (words to help describe your skills and achievements) from Auckland University
- [Writing Tips for Graduates: How to communicate with Recruiters](#) by TARGETjobs
- [Example questions and answers](#) by Prospects

Help to manage **common concerns** in application forms:

- [Dealing with Gaps in Graduate Applications](#) by Target Jobs
- [Writing Last Minute Graduate Job Applications](#) by Target Jobs
- [What to put in the Further Interests section of a Graduate Application](#) by Target Jobs

### **Key considerations before you submit your application:**

- **Check, check and check** again. Many applications are rejected as a result of minor spelling and grammar mistakes.
- Remember to keep a **copy** of your application for referral at interview or to help you prepare for future applications.

**These materials are suggested by UWE Careers. We also recommend that you research other resources to broaden your options. If you find a resource that may be useful to UWE students and Graduates, please email [infohub@uwe.ac.uk](mailto:infohub@uwe.ac.uk)**

### **How can UWE Careers help?**

Go to UWE InfoHub home page to view the full menu of options for vacancies, careers resources, events and available appointments.

One to one appointments are available for support with CVs and applications or for career coaching. Telephone appointments are also available and you can post careers enquiries online using [UWE InfoHub - My Questions](#). You can also book an appointment by ringing UWE Information Point 0117 32 85678.

In order to make the best use of this time we advise that you do some research and preparation using the resources on [www.uwe.ac.uk/careers](http://www.uwe.ac.uk/careers) or [UWE Infohub](#) beforehand. UWE Careers also provides a range of activities including employer presentations; Meet the Employers Fairs and skills workshops on topics from CVs to Assessment Centres to help you prepare for your future after university. These can be viewed on your UWE Infohub home page under [Events](#).