



Applications Guidance Checklist

- ✓ Check that the application form is fully completed and no sections are left blank.
- ✓ Check the grammar and the spelling.
- ✓ Check that BLOCK CAPITALS are used if requested.
- ✓ Check the personal statement/supporting evidence meets the person specification criteria.
- ✓ Check that the personal statement is well structured and also contains a variety of positive good examples of practice.
- ✓ Check that the student has included their reasons for applying for the job (if the form asks for this)
- ✓ Check that the 'I's have been dotted and the 'T's crossed, and that the application form is signed and dated.

Further resources and Advice

Handout on Application Forms on:

www.bcu.ac.uk/student-services/careers

Graduate Prospects' guide to filling out application forms:

www.prospects.ac.uk Jobs and Work Applications, CVs and Interviews

Target Jobs guide to the STAR technique: **www.targetjobs.co.uk**

Birmingham City Council - guidance notes for completing an application forms: **www.birmingham.gov.uk** click on 'How to apply' for jobs.