

## Top 10 Dos and Don'ts for an Application Form

**DO** read the application form through thoroughly before attempting to fill it in. It is important that you are entirely clear about what is required.

**DON'T** attempt to fill in the form without thinking first what you are going to put down. You should be clear in your own mind of what is required and of what you need to say.

**DO** include as much positive information as you can about yourself, as much as the application form allows.

**DON'T** put down anything that is not strictly accurate. If you are untruthful or exaggerate about your qualifications or experience, you are likely to be found out at some point. This could lead to serious consequences later.

**DO** include information about yourself as a person as well as a candidate for a job. Often prospective employers want to know what you are like, what your interests or pastimes are.

**DON'T** waffle. If the application form asks a specific question to which you do not have a ready answer leave it unanswered or just say you do not know. An attempt to answer when you are unsure could do harm to your application.

**DO** make sure that your English is good and that the spelling and grammar are correct. This is the first contact a prospective employer has with you. You need to make a good impression.

**DON'T** be let down by carelessness in either presentation or information.

**DO** read through the completed form carefully. Only when you are entirely happy with it should it be submitted.

**DO** be positive. A good application form, one which is focussed, clear and coherent is the first step towards securing you the job you want.

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