

Application Forms Checklist

**Application forms up to scratch & ready to send to employers?
See how your application form matches against the below. Have you:**

- Checked the closing date and allowed plenty of time to complete the application?
- Read the instructions carefully? (the employer will be assessing your ability to pay attention to detail and follow instructions)
- Ensured that the Personal Statement/Further Information section addresses **all elements** of the personal specification criteria, giving **specific** examples of how you can demonstrate each?
- Organised your personal statement clearly, with consistent headings, underlining or bold font to make it clear which elements of the person specification you are addressing?
- Checked that the information about your experience and qualifications are accurate? (these may well be checked in the future)
- Checked and re-checked formatting, spelling, punctuation and grammar?
- Contacted your referees to ask their permission to be used and to give them information about the job role?

Further information about application forms at www.worc.ac.uk/careers/applicationforms

For further advice or feedback on your application book a careers appointment at: <https://worchester.targetconnect.net>

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