

Application Forms Checklist

Application forms up to scratch and 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
<https://www2.worc.ac.uk/careers/resources.html>

If you would like to book a careers appointment, please visit:

<https://worcester.targetconnect.net>

myCareer