

From Filling Technique

Before filling the form

- ◆ Read the instructions and note carefully
- ◆ Understand the qualifications and requirements of the post

Filling the form

- ◆ Fill the form with your computer.
- ◆ Put down information that is of relevance and importance to the post (application with insufficient information will not be considered.)
- ◆ Concise and to-the-point; avoid long sentences and paragraphs
- ◆ Use additional sheets if more space is needed
- ◆ Do not provide false information
- ◆ Keep the formatting consistent (e.g. date)
- ◆ Do not make large corrections with correction fluid
- ◆ Use a new application form per one vacancy applied
- ◆ Remember to sign the application

Before sending out

- ◆ Read it over a few times to check for spelling and grammatical errors
- ◆ Check you have filled in all the boxes that are relevant to you
- ◆ Enclose resume, copies of certificates and all required documents specified in the recruitment advertisement
- ◆ Keep a copy of your completed application form
- ◆ Submit before application deadline and allow extra time for postage (for online application, do not wait it until the last minute!!)