

## Tips on how to complete your Application form

### ***Why do we ask you to complete an Application form?***

An application form is a method that we as prospective employer use to ask you exactly what we need to know in order to consider you for a vacancy. It is very important as it is the first step and your introduction to the organisation.

Applications make the recruitment process more efficient. The use of a standard form makes it easier to find the right candidate for three reasons:

1. Time saving: The information is presented in a set order.
2. Consistency: As it makes it easier to compare applicants impartially.
3. Customisation: Being able to specify and exclude information not required.

The information the application form asks for is similar to the information usually contained in your CV: Contact details, education and qualifications, employment history, work experience.

### ***Writing an effective Application form***

Before you start, make sure you have everything to hand – a copy of the job description, person specification or vacancy advertisement, your CV and extra information about the organisation. Do a bit of research!

### ***Personal experience, skills and knowledge***

This is the most important part of the whole form and your best chance to make your application stand out. Remember, at the moment we don't know anything about you and your achievements; use this space to provide as much information as possible!

Tailor the information for the role you are applying for. We want to know about the skills you have and how they will make you great for the role.

Make sure you read the person specification for the vacancy; the person specification is the summary of what an ideal candidate would be. You should be able to match every skill with a real example, demonstrating where you have used the skill, and explaining what value you can bring to the organisation!

Finally, ask yourself: ***Why do I want to join Princess Alice Hospice, and why am I right for the role?***

**With best wishes**

**Princess Alice Hospice – People Services Team**