**Preparing your job application**

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| **1 Use the documentation** | **Notes** | **Done** |
| 1. **General information.** Check the job is really for you in terms of work conditions, location, pensions, holidays, bonuses, travel, ethos, etc. |  |  |
| 1. **The Job Description.** Check you could fulfil most of the responsibilities at the right level for the post. Highlight all you could manage successfully. |  |  |
| 1. **The Person Specification** Check you fulfil the essential required qualifications, experiences and attributes. |  |  |
| **2 Research the company** | **Notes** | **Done** |
| 1. **Check their website.**  Get a feel for what matters to the company and whether that matters to you too. |  |  |
| 1. **Identify values.** What values does the company say it espouses? Do you share these? |  |  |
| 1. **Check futures.** What does the company say about its planned future? Look for strategies and plans on its website. Do these appeal to you? |  |  |
| 1. **Finances** Is the company secure? Check for recent Annual Financial Statements online. |  |  |
| **3 Follow directions precisely** | **Notes** | **Done** |
| 1. **Do as asked**. Check carefully what you are asked to do, when and how. List these in your notes and tick off each when completed. |  |  |
| 1. **Send what is asked for.** Prepare and send CV, forms, documentation only as requested. Show you can follow instructions. |  |  |
| 1. **Address the person specification fully.** Provide evidence for every attribute listed as essential in the person specification. |  |  |
| 1. **Update your records** | **Notes** | **Done** |
| 1. **Ensure your records are accurate, complete and up-to-date.** If not, chase any missing information. |  |  |
| 1. **Update your CV.** Update content and style. Tailor your CV to suit the job (if the employer wants you to send a CV). |  |  |
| 1. **Complete the forms** | **Notes** | **Done** |
| 1. **Provide tailored answers** – relevant to the employer, clear, specific, well-structured, proof-read. |  |  |
| 1. **Honest and accurate.** Use your records. Provide exact dates and details. Don’t say you can do things you can’t. Employers will check. |  |  |
| 1. **Avoid gap**s. Check you have answered every question fully. Leave no gaps in work or recent educational history. Complete all requests for information. |  |  |
| 1. **Sell yourself.** Refer clearly to all relevant skills, qualities, qualifications, training and experience in the strongest light. Give examples of any additional strengths and skills. |  |  |
| 1. **Clarify qualifications**. Provide the names of qualifications in full: the employer might not be familiar with abbreviations. If you are applying abroad, indicate the local equivalents. |  |  |
| 1. **Additional forms.** Check you have completed any additional forms such as for Equal opportunities. |  |  |
| 1. **Covering letter** | **Notes** | **Done** |
| 1. **Make a strong introduction.** (See page 350). Adapt your covering letter to suit |  |  |
| **7.Submit as requested…** | **Notes** | **Done** |
| * All the documentation requested |  |  |
| * Only the documentation requested |  |  |
| * In the way requested |  |  |
| * By the date requested |  |  |
| **Additional notes** | **Notes** | **Done** |
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