**Checklist: Before applying**

Before spending time on an application, consider whether you can say ‘yes’ truthfully to all of the following.

[ ]  Do I really know enough about this job? Is this really the kind of work I am looking for?

[ ]  Does it suit my minimum requirements? Can I see myself in this job role?

[ ]  Am I eligible for this job: do I meet the person specification?

[ ]  Could I really do the work required?

[ ]  At interview, would I be able to sound convincing that I want, and can do, this work?

[ ]  Would I really accept the job if offered it?

[ ]  Will I learn much through this application?

[ ]  Is it worth spending time on this application?