

Application Forms

Employers commonly use application forms. They typically involve sections on personal information, educational background, work experience, a series of competency-based questions, and a supporting statement. Here are our top tips:

- **Create a CV before you start making applications.** An application might not ask for one specifically, but this way you have a copy of your educational background and work experience to hand. Application forms can be time-consuming, so you can copy and paste the relevant information directly over!
- **Use the STAR structure.** Competency-based questions are designed to demonstrate you have the skills required for the role and outlined in the job specification. The application form may require you answer a series of these. For example, “Tell us about a time you have adapted your approach at work”. It’s therefore very important you give examples of how your experience and skills satisfy the question.

The STAR structure is a clear and concise way to plan and write your answers:

STAR technique



- **The supporting statement is then your opportunity to sell yourself** and demonstrate how you have the necessary skills to succeed in all the requirements of the role.

It’s a good idea to use the person spec as a guide to ensure you’re covering all bases – create headings for each point as this will make it simpler for you, and more readable for the employer. Then include an example of how you demonstrate the skill for each, using the STAR structure.

Check out this [webpage](#) for more information on application forms, and [here](#) for supporting statements.