TOP TIPS
APPLICATION FORMS

ONLINE APPLICATIONS

Make sure there are no mistakes, type the application into Microsoft Word first and then copy & paste the information over.

HANDWRITTEN APPLICATIONS

Make sure they are neat, there are no mistakes and they are filled out with a black pen. Photocopy and practice the application.

DYW

WEST
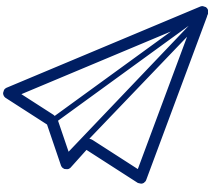Developing the
Young Workforce

TOP TIPS
APPLICATION FORMS

THE BIG BLANK BOX

Why should they consider you? Include information relevant to the role - your passion, relevant volunteering/work at school, your career plans & experience.

BEFORE YOU SUBMIT

Double check, check & check your application again!!

DYW

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