

# Job Application Forms

## Information for people with dyslexia

### Preparing to apply for jobs:

Before you begin to apply for jobs it is useful to put together information such as:

- A list of your qualifications, the awarding body and the grades you achieved.
- A list of any training courses you attended.
- A chronological list of your past work experience including any voluntary work, the key tasks you carried out as part of the job, and your main achievements.
- Note down all of your details including names of people who might provide a reference for you.

This will help to ensure you don't miss out important information and give you more time when the closing date for an application is short.

### Filling out an application form:

Allow enough time and find a quiet place to complete the form.

Candidates are more likely to be shortlisted when their application forms and CVs match up with the job description for the role. Some employers will read applications and CVs themselves, but many large companies use Application Tracking System software, a computer programme which selects the most appropriate applications for the position. Either way, your application content needs to relate very closely to the job for you to be chosen for the next stage.

Using mind maps or a table with two columns (like the diagram below) is a helpful way to organise your thoughts and structure your answers. Write down the Essential Criteria for the role, then add in your skills, qualities and training that match. It can help to mirror the words and phrases used in the job description.

Job Description	What I have
Excellent Customer Service	Worked in a shop. Got an award for great service.
Good communication skills	Member of public speaking club.
Team work	Worked as a team in the shop. Also a Mountain Rescue volunteer.
IT Skills	Passed the ECDL qualification.

Find out if the form is available to download so you can complete it on a computer. This will allow you to use spell check and you won't need to worry about your handwriting.

- If you have to fill in the form by hand, photocopy it and use this for your first draft.
- Once you have completed your first draft, leave it for a while then come back and read it afresh later. This will help you to see it more objectively.
- Ask someone to read your answers over for you, and to read them aloud to you. This way both you and they can spot any errors.

Make sure you complete all of the form and keep a copy.

## Questions about your health or disability:

It is up to you whether or not you declare that you are dyslexic on your application form.

Employers aren't normally allowed to ask you questions about your health or disability before they offer you a job. They can only ask you about this for very specific reasons, for example:

- if they are using 'positive action' to recruit a disabled person, for example under the 'Disability Confident' scheme, which has replaced the "two-ticks" scheme
- to decide whether you can do something that is an essential part of the job
- to make 'reasonable adjustments', for example if you need a large print version of a test.



Some Level 2 Disability Confident employers may accept job applications in a variety of formats. Some may also offer a guaranteed interview scheme, providing your application demonstrates you meet the minimum requirements for the post.

## Further information

- [www.gov.uk/equality-act-2010-guidance](http://www.gov.uk/equality-act-2010-guidance)
- <https://www.gov.uk/looking-for-work-if-disabled>
- Dyslexia Scotland's leaflets:  
[www.dyslexiascotland.org.uk/our-leaflets](http://www.dyslexiascotland.org.uk/our-leaflets)
- My World of Work: <https://www.myworldofwork.co.uk/>
- Dyslexia Scotland Helpline 0344 800 8484  
or [helpline@dyslexiascotland.org.uk](mailto:helpline@dyslexiascotland.org.uk)



Dyslexia Scotland

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