



## TOP TEN TIPS TO MAKING AN APPLICATION

1. Read the Selection Exercise material carefully – it is designed to help you.
2. Give yourself plenty of time to fill your application form in and start gathering examples early; rushed applications often miss vital information.
3. Before completing the self-assessment, re-read the qualities and abilities and the supporting statements.
4. Look for quality examples that provide evidence against the Qualities and Abilities. Check your self-assessment has provided evidence for each one.
5. Pick real examples, not hypothetical situations or assertions.
6. Examples do not only have to come from your professional life; pick the strongest.
7. Nominate referees who know your work and can comment knowledgeably about your abilities. Do not be tempted to go for status.
8. Type your application in no less than 11 point (and not in upper case) – think about those who have to read it.
9. Prepare well for the selection day. At the very least re-read your application and the qualities and abilities.
10. If you have time, shadow or speak to a judge – it really helps.