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# Top Tips For Application Forms

## Personal Details

This is the most straightforward part. Make sure you include all the relevant information in the correct sections and that there are no errors as this is how you will be contacted. That includes your name, email address and phone number. Small things like putting your postcode in capital letters can really help your application look neat and tidy.

## Education

You will need to fill in ALL your qualifications from secondary school (including grades) up to degree level and beyond. It is vital that you include absolutely every qualification you have gained, not only to sell yourself but also to allow KEITS to identify if you are eligible for the apprenticeship you are applying for.



## Employment History

It's important to include your complete employment history, starting with your most recent job and working backwards. Don't forget to include any internships, voluntary or unpaid jobs and even holiday jobs. If you have taken a gap year, make sure you include all the relevant details. Outline what you did and where you went, what jobs or volunteer work you undertook during that time and any skills you acquired along the way.

## Activities and Interests

When it comes to your personal interests and hobbies, try to prioritise those that may be relevant to the job you're applying for; but remember to think outside the box. If you're a member of a local club for example, and are applying for a job that requires any level of communication or customer service, ensure you demonstrate how one can benefit the other.

