

# How to Complete an Application Form



- Read through the whole form and the instructions before filling in any sections
- Photocopy, or copy down questions and answer them in rough, before you fill in the form
- Follow any instructions as to how the form should be completed, e.g. please use black ink or block capitals only
- Answer all parts of every question. If the question does not apply to you then mark it 'not applicable' or 'N/A'
- Keep a copy of application form when completed to look at it before an interview

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