Top tips for a successful application

1 Leave NO blanks in your application

The number one tip that we can give you is to be sure that you don't leave anything blank on the application form. Employer will make judgements about any blanks and they are unlikely to be positive. There are some employers who will dismiss your application immediately if it is not fully completed. If you are unsure of what content is being asked for, you will be able to get more details about the specific requirements for completing the form from the guidance notes that should come with the application or get advice.

2 Make an accurate presentation of yourself in your application

Be sure that the application is a good reflection of how you want to be seen yourself. Don't send in an unprofessional document eg with spelling errors, grammar inaccuracies and empty spaces. Be sure that you are presenting yourself in an organised and focused manner because that is what any organisation wants from its staff. In fact, to make our point even stronger, a UK Police Force recently stated that over 75% of applicants were failing the application form stage due to spelling errors.

3 Be yourself (but your best self) and be honest when completing your form

In other words, be sure that your application and supplementary materials show who you are. Often, applicants get so focused on demonstrating what great candidates they will be that they overlook the importance of presenting themselves for who they are. This means you need to be clear about your interests, activities and general goals. You should also ensure that you are honest in every element of your form. It has been known for people to put down fake educational qualifications and experiences on their form.

4 Do a follow-up

Get in the habit of following up your application. Send an email thanking them for their time and consideration. Even if they hire someone else for the position, a follow-up conveys professionalism and class. It's the kind of gesture that can turn an interviewer into a long-time contact who could help you land a job down the road.

5 Identify your educational qualifications

Your education happens inside and outside of a classroom, so don't just put down your formal qualifications. Perhaps you have undertaken online courses or obtain dome form of experience and qualifications with an alternative organisation.

6   Get some related experience

This is a bit of a challenge if you don't have a lot of time before the application must be made, but if you can somehow work within the local community or obtain some work experience in a similar/related role then this will look very good on the CV, the application and in the interview.

7   Learn about the job and the company

Before you apply you should learn as much about the role you are applying for. You can achieve this by researching the company online, via their website and also trying to speak to people who currently work within the company. If you carry out research then this will shine through on your application form. Employers want to feel that you want to work for their company and you have done your homework and often ask what sort of preparation you have done as part of the interview.

8   Clean up your social media profiles

LinkedIn is not the only social network that recruiters and hiring managers use. Some might be in the habit of checking up on their applicants on Facebook and Twitter. When you are searching for a job, it's best not to think of your online profiles as social places. Rather, think of them as the online face of your personal brand. Go through your profiles and change or vaporize anything you wouldn't want a potential future boss to see. Profane posts, rants, offensive content and racy photos all need to go, as do any references to drugs or alcohol. You want to appear as professional on Facebook as you do in your interview.

9   Triple check your spelling and grammar

You have the chance to ask others to review the application, and you should do it! Spelling and grammar errors may not seem like a lot, but just about all careers require their staff to be conscientious and professional. If you have four or five mistakes in the application it says something about you which may lead to rejection.

10   Emphasise your strong points in your application

Your application is the place to point out what you have to offer. You can literally 'pick and choose' from the experiences in your life but be careful to match them to the job you are applying for. Be sure to give this plenty of thought and effort because it is going to be a great way to shine the spotlight on all of the reasons that you should get the job.