

## Teesside University Student Ambassadors

### Guidance for applicants to help you complete your application form

Please read these guidance notes before you complete the form. The form should be completed electronically – if you need support with this, please contact Student Recruitment and Marketing. The form must be completed in full to ensure all applicable information is received. A Curriculum Vitae will not be accepted as a replacement for any part of the form. You may, however, submit a CV as a supplementary part of your application. Please do not staple additional sheets to the application form.

The Application Form has two parts:

- Pages 1, 2, 3, are the main body of the Application Form which will be used at the shortlisting and interview stages.
- Pages 4, 5 & 6, of the form will not be seen by the Shortlisting Panel. These provide the personal information needed by Student Recruitment & Marketing to contact candidates who have been selected for interview.
- The Equal Opportunities Monitoring Form is necessary for the University to monitor and evaluate information required to assist its Equal Opportunities Policy. Please remember for Question 1 to complete the “Male” or “Female” box and the “Married/in a Civil Partnership” or “Not Married/not in a Civil Partnership” box.
- In completing the Application Form please remember:
  - a) To sign the declaration on page 6 to certify that any information given is correct;
  - b) If you provide any false information or deliberately omit any relevant facts, it may result in:
    - disqualification from the selection process, or
    - dismissal, if the discovery is made after appointment
- It is important that you complete the form accurately. Please ensure that you check the details of qualifications and previous employment, and any dates provided.
- Please read the job description, person specification, advertisement and any other relevant documentation you may have, before completing the form. By doing this, your application will be tailored to the specific post. If there is a list of criteria for appointment, make sure that you say something about each of the points.
- Give examples and evidence to show why you think you have the right qualities for the job. Give some details of what you have achieved and how you have done so. It is important that you can support what you say with examples of what you have achieved. Explain how you think your skills may be relevant to the post.
- If you have any queries regarding the post or the completion of the form please contact:

Student Recruitment & Marketing, Teesside University, Middlesbrough, Tees Valley, TS1 3BX.  
Telephone: 01642 342275      Email: [studentambassadors@tees.ac.uk](mailto:studentambassadors@tees.ac.uk)

## Top 10 Tips for Application Success

1. **Market yourself** - Before you start, think about all the things you want the employer to know about you which might make you stand out. Good academic marks, prizes and scholarships, relevant work experience or placements, voluntary work and involvement in extra-curricular activities. What makes you different?
2. **Tailor your application to the role** - What is the employer looking for? Analyse the person specification and the job description to make sure you understand what skills, qualities, qualifications and experience you need to demonstrate. Make it easy for the reader to see how well you match their criteria. Describe your experience in a way that demonstrates relevant skills and fits each area of the person specification.
3. **Use a structure that works for you** - One long essay isn't easy for an employer to read so use some standard headings to structure your additional information. Use the person specification headings as a guide.
4. **Don't waffle** - It's your job to select the important information - not the employer's, so keep it focused. Decide what the person reading your application needs to know and summarise less important information.
5. **Include facts and figures** - Employers like specifics. If you supervise staff - how many? If you manage a budget – how much? If you act as a deputy for a manager – how often and how long for? This type of information makes your application convincing and helps the employer understand what you actually did.
6. **Focus on your achievements** - These can really make you stand out. Employers are interested in what you have achieved as well as what you did. When you are writing about work, volunteering and other activities, think about what evidence you could provide that shows you did well. It could be getting promoted, meeting targets, making changes, feedback from customers, raising funds or organising an event within a set timeframe and budget. It's not about boasting; it's about recognising when you've done a good job!
7. **Aim for clarity** - Small cramped text in large blocks is off putting and difficult to read. Don't make employers work too hard to discover your talents! Use a clear font in a minimum of 10 point and leave plenty of white space. Bullet points can break up big paragraphs. Employers often scan applications for information rather than reading every word from start to finish; clear headings make it easier for them to find the information they are looking for. Make sure your application is well organised and has accurate spelling and grammar.
8. **Consider appearance** - Is the look of your application creating the right impression? Does it appear professional? Make it appropriate to the industry. For example, if you are applying for a creative job does it show off your design skills? Always type your application and avoid handwriting if possible, this ensures it is easier for the employer to read and reduces chance of mistakes in spelling etc.
9. **Make a good first impression with your covering letter** - As well as stating what job you are applying for you can highlight your strengths and convey enthusiasm for the job.
10. **Seek Advice** - We know that putting together a really good application isn't easy! You will need to tailor your application for every job and try not to leave any blanks. Staff in the Careers Service will be happy to help by giving advice and feedback on applications. We will also be providing a range of training sessions throughout the year to help you develop your skills and gain experience of using these skills.