

# Designing Written Application Forms

Written application forms can help you to:

- Gather similar types of information from applicants,
- Check written communication and literacy skills, and
- See how well matched applicants are with a particular apprenticeship.

Written applications allow you to screen candidates and develop a shortlist of people that you think should proceed to an interview and/or further testing. They can be used to start exploring how well prepared an applicant is, and how well matched they will be with an apprenticeship and industry. You can explore these issues further at interview with shortlisted applicants.

Written applications can't assess all of the qualities you are looking for, so it's important to be clear about which selection criteria you are assessing when you design the application form.

## Standard information to collect in an application form:

- Personal details (name, address, contact numbers)
- Education completed (you may ask them to attach copies of results)
- Referee details.

## Other questions you might like to include:

- Why are you interested in working in this industry?
- Have you participated in any work experience in this industry? Tell us what your experience was like.
- Why are you interested in this apprenticeship?
- Have you received apprenticeship or career advice? What did this show you?
- Have you participated in a school-based traineeship, pre-apprenticeship or similar program? Tell us about your experience.
- What are your interests or hobbies outside of work?