

Job Application Checklist

Your Step-by-Step Guide to Getting Noticed



Write Smarter. Apply with Confidence.

Welcome to the Job Application Checklist from Careerology.

Inside this guide, you'll find practical tips, real-world insights and step-by-step guidance that gets through the filters – and onto the shortlist.

Step 1: Understand the Role



Checklist

- ☐ Read the full job description and person specification
- ☐ Highlight keywords and essential requirements
- ☐ Identify red flags (e.g. gaps in experience) and plan how to address them
- ☐ Research the employer – what do they value? What challenges do they face?



Best Practice Tip: *Do your research.*

Visit the employer's website, read their mission and values, and look at recent news or projects. This helps you tailor your application and shows genuine interest.

Step 2: Talk to the Hiring Manager (If You Can)

Why this matters:

A short, polite conversation can give you insight into the role, what the team is really looking for, and how you can tailor your application accordingly.



Checklist

- ☐ Find a contact name in the advert or on the website
- ☐ Prepare 1-2 thoughtful questions
- ☐ Avoid asking questions that are already answered in the advert
- ☐ Use what you learn to personalise your application



TIP:
Mention the conversation
in your personal
statement if appropriate
("After speaking with...")

Step 3: Write a Strong Personal Statement

Structure:



Checklist

- ☐ Address **every point** on the person specification
- ☐ Use **headings**, bullet points, and short paragraphs
- ☐ Explain **why you want the job** and what makes you stand out
- ☐ End with a **confident summary**

Content:



Checklist

- ☐ Use examples to **prove** each key skill or quality
- ☐ Show **impact** - what difference did you make in previous roles?
- ☐ Mention **relevant** qualifications and achievements
- ☐ Use **clear, professional language**

Top Tip: Don't leave any blanks on your application form! Make sure you complete every relevant section. Incomplete forms are often rejected automatically.

Step 4: Meet All Legal and Practical Requirements



Checklist

- ☐ Are you eligible for a **Guaranteed Interview Scheme** (e.g. disability disclosure)?
- ☐ Do you need to **disclose a conviction** under the Rehabilitation of Offenders Act (1974)?
- ☐ Have you confirmed that **your referees are up to date and contactable**?

Best Practice Tip:

Check these early.
These can influence how your application is reviewed, especially in public sector or regulated roles.



Step 5: Final Checks and Submission

✓ Final Checklist

- ☐ Proofread thoroughly (or ask a friend)
- ☐ Check the closing date
- ☐ Submit early - don't wait until the deadline
- ☐ Keep a copy of what you sent
- ☐ Request feedback if you're not shortlisted

Best Practice Tip:

**Submit as early as possible.
Many hiring managers begin
shortlisting before the
deadline closes!**



Use this to keep track of your job applications:

[illegible]

Tools to Help You Move Forward

You don't need to figure this out on your own.

Whether you're unsure of your next step, feeling overwhelmed, or just need a bit of structure - we've got you covered. Our free and affordable tools are designed to meet you exactly where you are.

Here's what you can access right now at **careerology.org**:

Careerology Toolkit

Access our free videos, guides and articles to help you identify what you want - and what's holding you back.

Free Webinars

Lunchtime sessions you can join from your desk. Topics include CVs, job search strategy and career planning.

Online Courses

Step-by-step courses to help you find clarity and build a career that fits your values, strengths and interests.

Free Career Chat

Not sure what you need? Let's chat. In 30 minutes, we'll help you identify your next step.



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