



## Hints & Tips for a Successful Application Form!

We all know that filling in application forms can be a monotonous and laborious task and so we have compiled a helpful list of things to consider in order to submit a noticeable and impressive entry. Whether you are applying for an award yourself or are nominating someone else, make sure you do it justice.



### **Take your time...**

Don't expect to complete the form in one sitting. Do a bit at a time and come back to it. Give yourself some time away from it in case you think of extra information you would otherwise have missed. You may just wish you had included that glowing testimonial!

### **Avoid technical jargon.**

You might know your own industry spiel but it is unlikely that the judge will. Speaking in acronyms is a sure way to switch the reader off.

### **Blow your own trumpet!**

Application forms are not the time for modesty. The judge can't probe you further on a piece of paper so make sure you really highlight all the strengths and successes you can and include the end benefit.

### **Elaborate but answer the question.**

Say WHY the strengths and accolades you are writing about are relevant for your chosen category. It's no good talking about how wonderful your office is if you are entering a category about business acumen. Keep it pertinent.

### **Send appendices if needed.**

Your entry doesn't have to be restricted to just the application form. If you feel there are additional resources/attachments that complement and enhance what you have written, send them over too.

### **Spell check.**

You don't need to have swallowed a dictionary to impress the judges but at least make sure your application form is free of spelling and grammatical errors. If possible, give it to someone to proof read as well. They might have an amazing suggestion that you hadn't thought of!

[Click through to the awards here....](#)

Good Luck!