

# ☛ Applications: Best Practice Cheat Sheet

## Make the Process Manageable

- Avoid **long** application forms
- Allow applicants to **download the form** and work on a Word Document (or equivalent) template before uploading, so that they may see all of the questions in advance and take their time to get it right
- Allow users to **see how far through the process** they are (e.g. page 1 of 5)
- Allow them to **save and come back** - this avoids reliance on active memory

## Write with Clarity

- Keep questions **brief, direct, and easy to understand**
- Offer **guidance** next to each question, showing what you're actually looking for

## Support Different Ways of Applying

- Be open to **alternative application formats**, such as video, portfolios, or showreels
- Offer a **clear, confidential way** to request reasonable adjustments for future stages
- Make it clear that disclosure of a condition is **never required**, but **offer space to request support** if necessary (and reassure them that this won't negatively effect their chances)

## Design for Access

- **Include contact details** so applicants can ask additional questions
- Ensure that they are **compatible with screen readers** and other assistive technologies
- Application forms must feature a **spell checker**
- Use a **readable font** (sans serif, 12pt+) and **clear formatting**
- Offer the application guidelines in multi-formats, including **Large Print, audio, Easy Read, and BSL**

## Job Application Form

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These application guidelines are available in:

- Large print
- Easy read
- Audio
- British Sign Language

You can apply to this position by audio, video or text. If you need to apply in a different format or require additional support (such as scribing assistance) then please get in touch.

This application portal is compatible with screen readers.

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