



Strategies and Resources: Employment – Completing Application Forms

Application processes vary from role to role. Be sure to make enough time for yourself to complete the application before the deadline and not feel rushed.

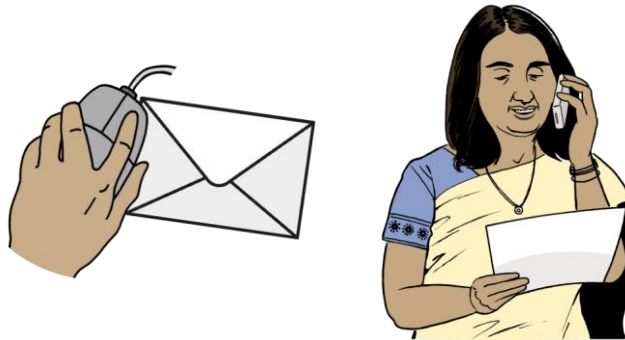
- Start by looking through the whole application form and any supporting documents (person specifications, job descriptions, etc.), to familiarise yourself with what needs to be done.
- If the application is lengthy or complex, it may be helpful to make notes of the different sections it contains so you have something to refer to and chart your progress with. This could also help in breaking down the application from an overwhelming large task to smaller more manageable tasks.
- If being organised or managing deadlines is a struggle, consider creating a rough timeline of which bits you are going to complete and when. This could be along with the notes you have made, or if you are more visual, a timetable or calendar on a wall may work well.
But remember not to get too obsessive about this- it should be helpful, not add to your stress.
- It can be helpful to have another person look over the finished application before submitting it. A different perspective can spot mistakes or things we may have missed. If it is a person who knows you well, they may point out strengths and skills you can add to boost the application even more.

**Takeaways:**

1. Be organised and give yourself plenty of time to complete the application before the deadline
2. As a starting point look through the whole application and any supporting documents and make notes so you can break it down into manageable chunks
3. Have another person check it over before you make the final submission

Contact Us

This guide was produced by **Autism AIM**, part of The Advonet Group. We are a free service co-led by and run for autistic adults (aged 18+) in the Leeds, Bradford and Craven areas.



- Email us at **leedsautismaim@advonet.org.uk** for Leeds and **bradfordautismaim@advonet.org.uk** for Bradford and Craven
- Call The Advonet Group's office on **0113 244 0606** and ask for someone from the Autism AIM team
- Follow us on Facebook at **@leedsautismaim** and **@bradfordautismaim**
- Follow us on Twitter at **@leedsautismaim** and **@bradfordautismaim**

All Easy Read images in this document were made by [CHANGE](#), part of The Advonet Group. Huge thanks to the CHANGE team for supplying their images.