

## **Guidance for completing the Word Application Form**

The Word Application form is password protected. This prevents users from altering the layout of the form.

If requested, click 'Read Only' to open the document.

Use the 'Tab' key to move on to a new field.

Help notes to assist with completing the form can be accessed by pressing the F1 Key, and are also displayed on the status bar at the bottom left of the computer screen. Dates have to be inserted exactly as per the help note instructions.

Supporting Statements (Section 11) can be added to the application using the copy and paste function.

Each user of the form may have slightly different margin settings as a result of the printer default set-up linked to their computer. This is not a problem. Please do not try to alter the layout of the form.

**As it is not possible for you to sign the electronic version of the form, please ensure that you add your name and the date to the Declarations Section on the last page of the application.**