

# Application for employment

## About the Vacancy

Vacancy Applied for		Vacancy number	
Employer's name		Closing Date	
Return this form to			

## Personal Details

<b>Title</b>	<b>Mr</b>		<b>Mrs</b>		<b>Miss</b>		<b>Ms</b>		<b>Other</b>	
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<b>Surname</b>		<b>Other Names</b>	
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<b>Address</b>	
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<b>Day Telephone Number</b>		<b>Evening Telephone Number</b>	
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<b>Email Address</b>	
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<b>Work History</b>	<b>Employer</b>	<b>Position held and description of duties</b>	<b>Reason for Leaving</b>
Start with your most recent job and work back. Continue on a separate sheet if necessary.			

<b>Education and Training</b>	<b>Subject</b>	<b>Target</b>	<b>Current Assessment</b>
Please write all your subjects and your target and current grade.			

**Personal Statement**

Please write this on a separate piece of paper. You should aim for no more than 1 side of A4 paper font Arial size 12

**References**

1	2
Phone number:	Phone number:
Occupation:	Occupation:

I confirm that, to the best of my knowledge, the information I have given on this form is correct.

**Signature**

**Date**

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# Tips for Completing your Application Form

A job application form is your chance to show employers that you are perfectly suited to the role and deserve to be shortlisted for an interview.

## What to include in a job application form

The form should give the employer an insight into you as a person and encourage them to want to meet you to find out more.

All applicants will be asked to fill out the same form, so use the following typical sections to present evidence of how you have developed relevant skills and gained valuable experience through your academic, work (if applicable) and personal life:-

- **Educational background** – you will be expected to provide information on institutions attended, courses taken and qualifications gained.
- **Work experience** - you may be asked to describe or list the main duties of your current job, or any positions that you have held in the past.
- **Personal Achievements** – note your sporting achievements, extra-curricular activities such as after school clubs or clubs attended outside of school such as St John Ambulance, Guides, Scouts etc, hobbies and interests.
- **Personal statement** - if a supporting statement is required, this should be well-structured - possibly using headings to set out how you meet the job criteria.

Most applications require a minimum of two referees; usually an employer and an academic tutor.

## Style tips for your Application Form

Your application can make a strong impression if you:

- use power verbs, such as 'transformed', 'delivered', 'achieved' and 'inspired';
- choose descriptive words like 'effective', 'consistent', 'determined' and 'adaptable';
- focus on the questions asked;
- select appropriate examples of your achievements from past experience;
- demonstrate genuine enthusiasm for the role.

Once you have completed the form, check through the final version to ensure that there are no spelling or grammar errors. You may want to ask someone else, such as your parents/carers or tutor to read it too.

**Work Experience Drop In Help Sessions are being held every Wednesday lunchtime at 1:00pm in the LRC from 16<sup>th</sup> September 2015. Come and see us for help and advice regarding your work experience.**