

## GUIDANCE ON COMPLETING AN APPLICATION FORM

It doesn't matter whether the form is for a job, a college course or for training, most of the information that these forms ask for is the same.

BEFORE you start, make sure you have a piece of working paper so that you can practice and a pen that works well. Making a good impression starts with a neat and tidy form with NO crossings out, so *trial* on your working paper all the sections you need to think about and then *copy* a best version onto the form.

Does it matter if it's in BLUE or BLACK INK? Generally, black is preferred.

Which sections need to be in CAPITALS?

Where there is space to write your own work, spend time thinking about what to write. Practice in rough on your working paper. Check whether what you want to write will fit the space on the form.

Few Application Forms have spaces of the size that you would like them to be. You will need to adapt what you want to write.

WORK EXPERIENCE, and any other Saturday, evening or holiday job you may have had, is very important. Make the most of it and refer to it in places like 'Any Other Information'.

When you put things down for 'INTERESTS & ACTIVITIES', remember that an interviewer will probably ask you questions about them. So, if you say you like going to the cinema, remember when you get to your interview which films you've seen recently and what you thought of them.

TEAMWORK is not just about Sport! A lot of work in school and outside involves working with other people. For example, in a shop, different numbers of people work the tills depending how busy the shop is. So there is a TEAM approach to keeping customers moving smoothly and staff have to know how to do more than one thing. Whoever reads your application form will look for you to have done something by working with others.

In OTHER INFORMATION, try to fill at least half the space provided. If you have lots to write about, plan how much you will write about each item and practice before filling in the form. If you have fewer things, say more about each of them!

REFEREES are people who can say something supportive and objective about you. They should not be members of your family. At this time, they are often your Head teacher and someone you have worked for Part-time or on Work Experience.

When you have filled in the form, read it through carefully to check that you haven't made any mistakes. Particularly for jobs where there is a lot of competition, the first impression you create is very important. So, hold the form at arm's length. Does it look as though someone else would want to read it? If it doesn't, you are unlikely to get from filling in the form to getting an interview, so ask for a fresh one and try again. This is one of the few occasions when you'll get a second chance!