

CHALLENGE 5

AGE THAT APPLICATION FORM!

Nowadays it is becoming more common for employers to ask jobseekers to complete an application form in place of forwarding a CV with covering letter.

Applications forms will vary between companies, however most will ask for the following information: Contact details, education/training, work history (paid or voluntary), references and a personal / supporting statement.

If you have a CV (which we hope you should have) you will already have most of this information to hand!

The '**personal/supporting statement**' section is your opportunity to really sell yourself and demonstrate that you have the relevant skills, experience and achievements to make you a successful candidate for the job.

Make sure that you relate it back to the Person Specification of the job you are applying for and refer to the Job Description. See pages D and E in the 'Reserves' section where we've provided examples of these documents)

How to structure your personal statement:

- Include headings taken from the person spec- bold and underline it
- Demonstrate under each heading how you meet the criteria by giving examples from your own experience either within education, volunteering or in a working environment.
- Use bullet points or write in a paragraph
- In your examples, you want to explain what you've done, where, with who and what the outcome was.

We have provided you with an example personal/supporting statement related to the example person specification. Check it out under '**Reserves**' lettered I.



STRATEGY

REMEMBER!

- Don't wait for the deadline to approach – get your application in as soon as possible, as some employers will close vacancies once they've received enough applicants
- Do not rush! Read the instructions carefully
- Make sure all of your education and work experience history is included in reverse chronological order starting with your most recent first
- Make sure all of your contact and personal details are accurate and correct – you don't want them phoning someone in Australia by mistake! Imagine the phone bill!
- If you're stuck for references – don't be! If you have completed a work experience placement with Get Set or another organisation, you can ask one of the team or your mentor to act as a referee for you
- If you are being asked to disclose any offending history, be honest about this. If you've been in trouble before, this doesn't automatically exclude you from applying, and many employers will want to discuss details further with you before making a decision. Some job roles will require a DBS check (Disclosure and Barring Service

check – which is basically a criminal background check which brings up your offending history)

- Disclosing a disability will help the employer to consider any reasonable adjustments that may need to be made in interview or if you were offered work, which may make all the difference for you
- Keep an electronic copy for your records. This will come in use when preparing for interview and when applying for other jobs
- Check for spelling and grammar
- Have someone proof read your application

HELP & ADVICE

You can always ask a friend, a family member or professional to check your application before you submit it. Remember adults have had to do loads of applications!

