



# thejobcentre

## offering you a new direction

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### **Application Forms**

An application form is sometimes used instead of a C.V. or a cover letter, however some companies require you to attach your C.V. along with your form.

An application form aids employers with identifying what your written communication skills are like as well as making it easier for them to pick out the key details.

When filling in the details of your referees you may also be asked to provide details on how long you have known them for & your relationship with them. You should have a character reference &/or an employment reference.

#### **Do:**

1. Take some copies of the application form so that if you make a mistake then you have a spare.
2. Read very carefully through the instructions on the application form as you may be asked to use block capitals throughout.
3. Always use black or blue ink when filling in your form.
4. Make sure that you have the correct form
5. Use additional sheets if you run out of room for your qualifications & make reference to this on your application form.
6. Check that the skills you have entered match those set out in the job advertisement.
7. Make sure that you have entered your personal details, education & qualification details along with your career & reference details.
8. Sign & date your application form.
9. Ask for a reference from those that you know will have something positive to say about you.
10. Check before you send your application form off that all the details & dates are correct.
11. Take your time when filling in the form & proof read what you have written.
12. Take a photocopy of the finished form so you can refer to your answers before your interview.

#### **Don't:**

1. Leave any sections blank. If they are not relevant then put 'not applicable'.
2. Put someone down as a referee without asking permission beforehand.
3. Cross out any mistakes. If you make a mistake, fill in a new form.
4. Leave employment gaps.
5. Be negative as this does you no favours. Always be positive.
6. Use a family member as a referee.
7. Post your form too late as you will risk missing the closing date

**You can leave the ethnic monitoring form blank if you wish. Employers need to include it on application forms to show applicants they are committed to workplace equality.**

#### **Popular questions asked on application forms**

##### **1. Why have you applied for this position?**

This is where you need to show what skills you have which suit the job & why you are interested in the job. Carry out research beforehand, find out as much about the company & job as you can.



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## **2. Describe a situation where you worked as part of a team**

It does not matter what the example is as long as you can show that you can work as part of a team effectively to carry out work related tasks.

## **3. Describe a situation where you had to solve a problem & how you went about it**

This question assesses your problem solving abilities. Again, the example used is not too important as long as you can show that you have improved on your skills.

## **4. Please give details of work experience undertaken**

If the job you are applying for is in the clerical sector, you would not put details of work experience you have undertaken in a different sector. You would give details of any administrative work that you have carried out.

### **Contents of an application form**

#### **Personal Details:**

- Usually the first section of an application form involves filling out your name & contact details such as address, home & mobile phone numbers & finally your e-mail address if you have one. Other details that application forms ask for are date of birth & national insurance number.
- You may also be asked your nationality & whether you require a work permit or not.

#### **Education:**

- There will be a section for your qualifications where you need to state what qualifications you have (GCSE-A Level), where & when you studied/trained & the grades you achieved.

#### **Further Qualifications & Training:**

- Same as the previous section. These are your vocational qualification results. You need to put what the qualification is for, where & when you studied & what result or grade you achieved.

#### **Work Experience (or career history if you are not a school leaver):**

- You will be asked the name of the employer & firm along with the contact details.
- Usually you are asked to state when you started & when you finished your work experience.
- You will need to state what your job position was & what duties you had to undertake.

#### **Extra-Curricular Activities:**

- Write about your interests & about clubs of which you were a member of along with your responsibilities, if any.

#### **Skills/Experience:**

- This is where you need to write about any other skills or achievements you have such as foreign language skills & whether you have a full clean driving licence.

#### **References:**

- Put down two references. You need to write their names, job titles & contact addresses.

#### **Questions:**

- You need to answer all of the questions on the form.
- There is always a question asking you why you have applied for the job.

### **Further Pages on an Application Form**

Any pages after this are usually based on ethnic monitoring & it is up to you whether you fill in these sections or not.

Questions often found in this section are:

- Do you consider yourself to have a disability?
- How old are you?
- What is your marital status?
- What is your ethnic origin?

