

TOP TIPS

Job applications

Application forms

Read through the form first and the notes that go with it. Have they asked you to fill it in using a black pen?

- ✓ Copy the form if you can and use the copy to write your responses in rough.
- ✓ Make sure your handwriting is neat and clear and that you don't have any spelling mistakes. Avoid crossing out any mistakes.

Make sure that your skills and abilities meet those needed for the job.

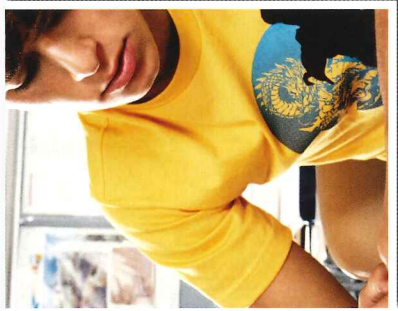
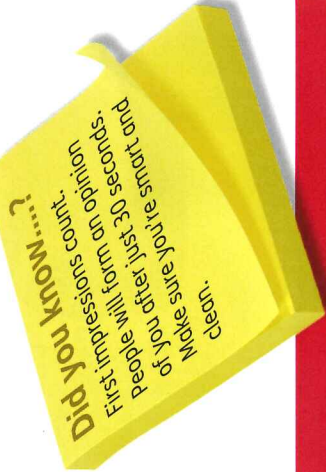
A scruffy application form gives a bad impression to an employer and may cost you the job.

- ✓ Use the space provided to support your application to really sell yourself – tell them why you should get the job. Attach an extra piece of paper if you need to (white or cream A4).

For your first referee, use your head teacher or principal if you are at school or college and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.

- ✓ Make sure you fill in **every** section of the form – they are asking for a reason!
- ✓ Remember to sign and date the form, sending it back as soon as you can. Sometimes an employer brings the closing date forwards if they have already received enough applications.

Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!



Applying for a job by phone

- ✓ Make sure you know the name of the person you need to speak to. If you're not sure, ask for the personnel or human resources department or main reception.
- ✓ Prepare the questions you want to ask beforehand and have them written down in front of you.
- ✓ Have a pen and some paper ready to write down anything you feel is important.
- ✓ Introduce yourself clearly and thank the person at the end of the phone call.
- ✓ Make sure you have enough credit on your phone!



Job adverts: what do they mean?

Sometimes employers use words in their adverts that we're not really sure about. They might do this to attract a certain type of person or because they use a particular type of language in the workplace. To cut through some of the jargon, visit the National Careers Service website ('How to find a job' section).

Getting it right the first time

Employers often receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable. If you don't look out for the following points all that hard work could be straight in the bin...

- » Spelling or grammar mistakes
 - » Too much information
 - » Not enough information
 - » Scruffiness
 - » Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
 - » Coloured paper or pen
 - » An email address that isn't appropriate for an employer
- And make sure that you relate your skills to the job on offer.

Interviews

- ✓ Make sure you know where the interview is being held and that you can get there on time. Leave some time for delays.
- ✓ Find out about the company or organisation first, for example what they do and how big they are.
- ✓ Prepare some questions that you want to ask about the job.
- ✓ Make sure you have everything you need for the interview such as progress files or certificates.
- ✓ Try to answer all the questions with more than just 'yes' or 'no'.
- ✓ Speak clearly, smile and thank the interviewer at the end.

