

## **APPLICATION FORMS - How to fill them in...**

The information you receive in your application pack will vary depending on the employer and the position for which you are applying. However, the pack for every Telford & Wrekin vacancy should include the following:

- **A job description** - This describes the purpose of the job and lists all the tasks you will be expected to do. You may not be able to do all of the tasks now, but should be able to show that you understand what the job involves and that you have the ability to learn how to do them.
- **A person specification** - This document provides details of the experience, skills and abilities needed to carry out the duties of the job. You should give examples which demonstrate that you have all the essential experience, skills and abilities it asks for.
- **An Application form** - The recruitment panel will use the information you have written in the application form to decide whether you will be invited to an interview. They will compare your application form against the person specification to see if you have all the essential skills and qualifications and how many of the desirable. The only information they will have is what you have written in the form - so make sure you tell them clearly that you have the skills to do the job.

### **Completing the Application Form**

This is often your first contact with the employer - so it's important to give a good impression.

#### **Before you fill in the form:**

Read any instructions carefully.

Make sure you understand all the questions. If not, ask someone to help you.

Write what you want to put on scrap paper first, or take a photocopy of the form to practice on.

Keep the form clean and tidy.

#### **Filling in the form:**

Write neatly and make sure it is easy to read.

Make sure your spelling is correct.

Keep your answers short and to the point.

Don't squeeze too much writing into too little space. If you need more space use a separate piece of paper and write your name and the vacancy title at the top and attach it to the form.

Make sure people are happy to give you a reference before you put their details on the form.

Make sure you mention any experience you have that is relevant to the job. You can mention **any** experience you have - whether from school or college, at home, in voluntary work, on work experience, or through your hobbies and interests. If you don't have much work experience, think how you can tell the employer that you have the skills to do the job. If you need to be able to write reports, perhaps you could explain how you researched a topic for your exam coursework and had to write up a report of what you found out.

Employers want to know if you have the skills they are looking for. Use the Job Description and Person Specification and make sure you write down as clearly as possible how your skill, abilities, experience and achievements would make you suitable for the job.

For example, if the person specification asks for 'experience of working with elderly people', instead of just writing "I have experience of working with elderly people", it would be better to explain the details of when, where and what was involved ("I helped to care for my grandmother for three years. She lived in my home and I helped her to wash and dress each morning").

**Remember!** If you are invited to an interview or not will depend on whether the information you put on your application form shows you meet the requirements on the person specification.

### **When you have completed the form**

Check through your answers carefully. Is all the information correct? Have you mentioned everything you wanted to?

Make sure it's clear which job you are applying for.

Check the address it should be returned to make sure it reaches the right person.

Post the form off to reach the employer in good time.

Keep a copy for yourself!