

Making Choices 1

Application Forms

Guidelines for a Good Application

Read the form through carefully before you start writing.

Make a rough copy first, on a separate sheet, using your C.V. as a guide. (Please see Making Choices 2)

Take note of any special instructions such as writing in **CAPITAL LETTERS**.

If any part of the form does not apply to you, put N/A (or Not Applicable) in, or you can put a neat line through the section to show you have read it.

DO NOT LEAVE IT BLANK.

Most forms ask for your reason for applying. Make sure that your application shows that you really want the job.

Keep it neat and clean and use a black pen – not a pencil. This will make it easier to read, especially as it may be photocopied.

It is important that you give names and addresses of people prepared to support your application. These are called referees e.g. Your headteacher or people you have worked for (**ASK THEM FIRST!**). Choose someone who knows you well.

YOU CANNOT USE MEMBERS OF YOUR FAMILY.

Sign and date your form.

Check what you have written.

Do not fold the form more than twice.

Make sure you know where and to whom to send the form, and that the address is written clearly.

Make sure the form is completed fully and returned by any given deadline.

KEEP A COPY! You may be asked questions in the interview about what you have written.

Overleaf is an example of an application to help give you an idea of how the finished article should look.

Industrial Estate
Anytown

ABC MANUFACTURING CO

APPLICATION FOR EMPLOYMENT AS TRAINEE FITTER
PLEASE COMPLETE THIS FORM IN INK AND BLOCK CAPITALS

SURNAME: *WRIGHT* FIRST NAMES: *MICHELLE* DATE OF BIRTH: *10TH NOV 1988*

ADDRESS: *22 MAIN STREET
HUMBERTOWN* TEL No: *01234 779 143*

POSTCODE: *BC7 9FL*

PLEASE GIVE DETAILS OF EDUCATIONAL QUALIFICATIONS

GCSE'S *PHYSICS 'B'*
HISTORY 'E' *CHEMISTRY 'D'*
MATHS 'C' *FRENCH 'E'*
ENGLISH LANGUAGE 'C' *TECHNOLOGY 'C'*

OTHER QUALIFICATIONS

BRONZE MEDAL - LIFE SAVING

DETAILS OF PREVIOUS EMPLOYMENT

DATE	NAME OF EMPLOYER	POSITION HELD	REASON FOR LEAVING
<i>SEPT 2006</i>	<i>TAYLORS TIMBER</i>	<i>COUNTER ASSISTANT</i>	<i>STILL EMPLOYED</i>
<i>JULY 2005</i>	<i>GRANDWAYS HUMBERTOWN</i>	<i>SATURDAY JOB</i>	<i>TWO WEEKS WORK EXPERIENCE</i>

WHY ARE YOU INTERESTED IN THIS POSITION?

*I ENJOY WORKING WITH MY HANDS AND AM GOOD AT MATHS AND TECHNOLOGY.
I PARTICULARLY LIKE THIS CAREER AREA.*

IS THERE ANY OTHER INFORMATION YOU FEEL IS RELEVANT?

I CAN BRING MY RECORD OF ACHIEVEMENT TO INTERVIEW

PLEASE GIVE NAMES & ADDRESSES OF 2 REFEREES

*MR F APPLEYARD MRS P WOOD
MANAGER ANYTOWN COMPREHENSIVE
GRANDWAYS WHARF ROAD
HUMBERTOWN HUMBERTOWN*

SIGNATURE:

DATE:

M Wright

5th Oct 2006