# Confidence to Work

Job Searching and Applications

### WHAT'S INCLUDED







# HELP!

If you feel you need any support whilst working through this booklet, please speak to your employment adviser.

Alternatively you can email info.kirkleeses@richmondfellowship.org.uk or call 01484 434866

### JOB SEARCHING

Learn Keywords - when you are using an online search engine use different works i.e. admin assistant, office assistant, office support

Filter your results: Make sure you change the filters to what you are looking for. For example, show jobs within 5miles that are full time.

Keep a job log - to help you keep up to date with where you have applied, when you hear back, have interviews scheduled.

Do you have LinkedIn or a website?

Make sure these are up to date

Read the job description and person specification carefully - make sure you want to do it

Have questions about the job? Does the advert have a contact who you can email/call to ask. Some employers actively encourage this

## DIFFERENT WAYS TO JOB SEARCH

Have a think about the application methods below. Complete the boxes finding an advantage and disadvantage to each method.

| Format                             | Advantage | Disadvantage |
|------------------------------------|-----------|--------------|
| Letter                             |           |              |
| Application Form                   |           |              |
| cv                                 |           |              |
| Letter & CV or<br>Application Form |           |              |
| Online                             |           |              |
| Over the Telephone                 |           |              |



Watch this video to find out more about ways to job search: <u>Job Hunting Tips - Searching for a Job - Finding a Job - YouTube</u>

| Position | Name<br>& Contact<br>Information | Application<br>Date | Method of<br>Application<br>(email, letter,<br>fax, in<br>person, etc.) | Response<br>Date | Interview<br>Date | Name(s) and<br>Contact<br>Information<br>of<br>Interviewer(s) | Thank You<br>Letter<br>Date |   |
|----------|----------------------------------|---------------------|---|------------------|-------------------|---|-----------------------------|---|
|          |                                  |                     |   |                  |                   |   |                             |   |
|          |                                  |                     |   |                  |                   |   |                             |   |
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# APPLICATIONS - AN INTRODUCTION

The application form should make the employer want to meet you to find out more and demonstrate your skills. Typical sections of an application form include:

- **Personal information** give basic details, such as name and email address.
- **Educational background** provide information on your academic achievements, including the institutions you've attended, courses taken, and qualifications gained.
- Work experience list your employment history and describe your main duties and responsibilities in each role, emphasising those most closely related to the job you're applying for.
- Competency-based questions give specific examples of times when you've demonstrated the skills required for the role. Avoid being vague, and don't waste space writing about skills you have that aren't relevant see example questions and answers for help.
- **Personal statement** write a well-structured, well-argued case that you are the right person for the job, again referring to the person specification set out in the advert.

Don't be afraid to sell yourself. Demonstrate your passion for the company or job and any past achievements you can relate to the role. When writing your answers, always consider what skills employers want and how you can show that you have them.

Most application forms will also require you to provide details of at least two people who can provide references. You may sometimes be asked to

attach a CV and cover letter as well.

Never lie on your job application form. Not only is this dishonest, but there can be more serious consequences.

# APPLICATIONS - WHAT IS IMPORTANT AND WHY?

| Top tip  | This is important because? |
|--|----------------------------|
| Read through the instructions first,<br>then read each question carefully, twice |                            |
| Use a pencil first (on a paper application)                                      |                            |
| Use a black pen (on a paper application)   |                            |
| Write in block capitals (on a paper application)                                 |                            |
| Keep saving the work<br>(on an online or downloaded application)                 |                            |
| Have all the information you need nearby before you start                        |                            |
| Be honest  |                            |
| Check that your information is correct before you fill it in                     |                            |
| Carefully check your spelling or ask a friend to                                 |                            |
| Use short sentences  |                            |
| Write clearly and respond to the question asked                                  |                            |



Check out this video for a career's advisor summarizing the most important things when applying for jobs: How to Complete a Job Application

- YouTube

# APPLICATIONS - GENERAL TIPS

#### Before you start

Read information about the role carefully. Before applying consider the following factors:

What is the employer looking for? - do you have the skills to do the job? Is the job right for you?

Location – is the job in a place you can get to?

Hours of work – does the role have the right number of hours/shifts/start time for you.

Think about why you want the job, if you don't it will be difficult to convince the employer you do.

Consider what is unique about you – how could this work in your favor for this job?

Gather all the information you need in order to complete the form; your CV should come in handy here. You will need:

- Your own personal details
- Details of education and training (including dates)
- Work history (including dates)
- Referees names and contact details.
- Details of any disability or additional needs that may need to be considered at the interview stage.

Guidelines for the job you are applying for e.g. job description or person specification.

Research you have done on the company you are applying for a job with.

A very good idea of how the skills you have apply to this job — making notes/doing a spider diagram on how your own skills and experience correspond with the vacancy before starting is helpful.

If your application is online check if you can save an uncompleted application or if you need to do it all at once.

Make sure you have enough time to complete the application (they can take longer than you think.)

Make sure you are fed, watered, and have had enough rest before you begin.

### Completing the form

Read carefully any instructions you are given and follow them carefully.

Complete all sections of the form. If you leave an empty box, the employer might think your form is incomplete. If a box isn't relevant, put 'N/A' (not applicable) in the space provided.

Consider the wording of any section you may find difficult carefully e.g.'
Reason for leaving employment', 'a period of ill health from which I am now recovered' is preferable to a lengthy description of any illness.

Consider the language you are using — is it professional? Slang and abbreviations are not appropriate. Remember you are applying for a job not sending a text message.



#### When writing your personal statement:

- Use the job description or person specification and give specific examples of how you meet each criteria.
- Be proud of the work you have done in the past talk about it in a positive way.
- Be enthusiastic about the role you are applying for and the company.
- Use 'what if' scenarios for any areas that you do not have direct experience of e.g. "Although I have not operated a till in my recent roles, if I were successful in my application, I would be able to apply my natural ability to pick up new skills quickly to this task."

#### Before you send it off!

Check for spelling and grammatical errors -these are one of the most common reasons applications are rejected. (If doing an application online copy and paste what you have written onto a Word document and spell check.)

Ask someone else to proofread it and check it for you.

Check you've filled in all the boxes that are relevant to you.

Photocopy or print out the finished form, so that you have a record of what you've written. You'll need to be able to refer to it at the interview stage.

Check whether you need to enclose anything else with the application e.g. equal opportunities monitoring form.

Take note of the closing date and send your application form to arrive in good time.

Things to Avoid A Doodly Trans when

Things to Avoid! <u>Avoid 3 Deadly Traps when</u> <u>Filling Out Job Applications - YouTube</u>

### **APPLICATIONS - SUMMARY**

| When I fill in an application I should have all of my ready. If it is a paper application form, I should use |  |  |  |  |  |
|--|--|--|--|--|--|
| a and only write in If it is an online application form or one that I am filling in on a                     |  |  |  |  |  |
| computer, I need to remember to every time I have entered in new information. When I am filling in           |  |  |  |  |  |
| the form, I need to remember to before answering and if it asks for information that I don't know I          |  |  |  |  |  |
| should not but wait until I am sure about the information. If I don't understand the question I should       |  |  |  |  |  |
| and If I'm writing a paragraph, I should use and Once I have finished  |  |  |  |  |  |
| writing the application I should to make sure that   |  |  |  |  |  |
|  |  |  |  |  |  |
| ask someone to check it black pen it is clear and correct write clearly information ask for help             |  |  |  |  |  |
| guess the answer short sentences save my work read the question block capitals                               |  |  |  |  |  |

### **More Information**

For more information about the topics covered in this area and employability you might find the following resources useful:

- Barclays Life Skills: An interactive website that allows you to explore lots of options around employability training, including creating a strengths wheel, CV, Cover Letters and much more (free to sign up!): Employability Skills | Young People Job Skills | Life Skills (barclayslifeskills.com)
- The National Careers Service: Why not follow this link to take a skills assessment to see where your skill strengths are: Careers advice job profiles, information and resources | National Careers Service
- **Prospects:** A useful website with careers advice and interview tips: <u>Interview tips | Prospects.ac.uk</u>