



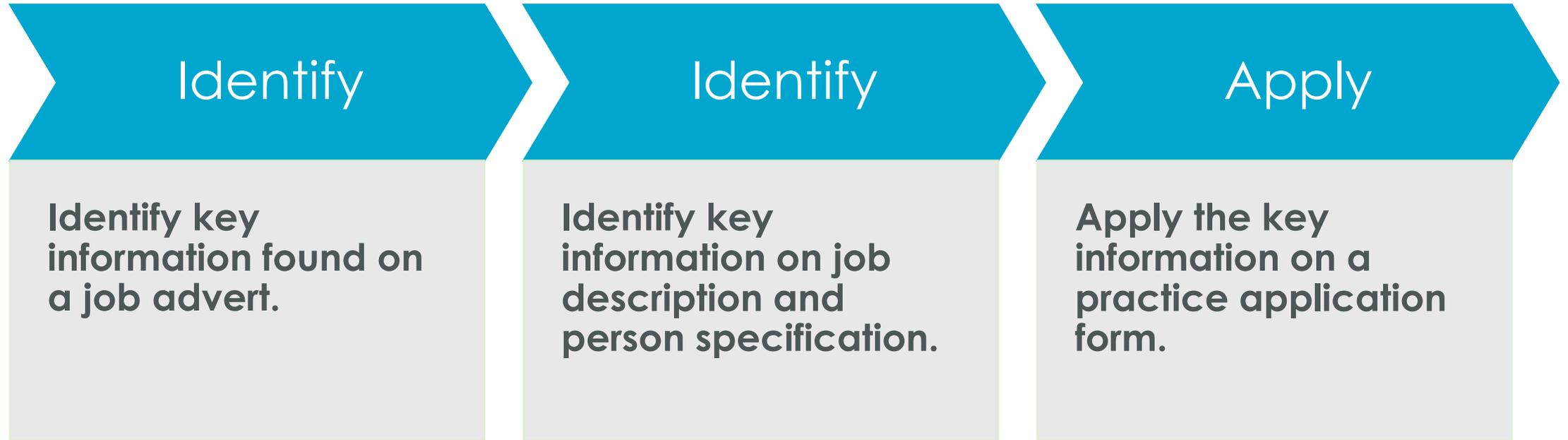
Higher
Horizons+

Employability Skills

Guide to Application Forms



Aims and objectives



**Top three qualities
recruiters seek in
prospective
employees**



Communication



Teamwork



Motivation

Step-by-step guide

- ✓ Job adverts analysis
- ✓ Download Documents - Application Pack
- ✓ Why organisations use application forms
- ✓ Differences between CVs and application forms
- ✓ Contents of application packs
- ✓ Job descriptions and person specifications
- ✓ Preparing, before completing application form
- ✓ Sections on a standard application form
- ✓ Questions asked on application forms
- ✓ Competency-based questions
- ✓ Supporting statements
- ✓ Top tips for online applications



Job Advert Analysis



- A job advert is designed to provide a brief overview of the job role and responsibilities to help attract candidates to want to apply for the role.
- A job advert usually highlights the key skills, experiences and qualities that the organisation is looking for in a candidate.
- Some of the 'skills words' used in the advert may follow the applicant qualities employers require for this role.

Download Documents – Application Pack

You can download an example application pack from our website by [clicking here](#).

This example application pack includes:



THE HOG
JOB ADVERT
PDF



THE HOG
JOB DESCRIPTION &
PERSON SPECIFICATION
PDF



THE HOG
COMPETENCY BASED
QUESTION BUILDER
PDF



THE HOG
APPLICATION FORM
PDF

Why organisations use application forms

Many organisations use the application forms process to recruit new employees

- Most efficient way to shortlist multiple candidates for interview.
- Fairest way of comparing all applicants on a like-for-like basis.
- Assess competence in completing a standard form.
- Ask specific questions to assess level of competence for the role.
- Identify required skills and abilities before the interview.

Difference between CVs and Application Forms



CVs

When submitting a CV, imagine selling yourself to a reluctant reader whose attention you need to capture. CVs are a very personal and individual document and can either be good or bad depending on the reader's point of view.

Application Forms

When filling in an application form, you should usually give evidence of the skills and experience listed on the job description for the role. These will be a list of things you must be able to do, or experience you have, in order to fill the role. An employer will mark you against these requirements.

Contents of Application Packs



Application forms come in a variety of styles, from straight forward forms requesting personal information and career history, to more complex forms which ask you a range of questions about how you meet certain requirements.

When requesting an application pack there could be several documents:

- Application Form**
- Job Description**
- Person Specification**
- Ethnicity Monitoring Form**
- Guidance Notes**

Job Descriptions and Person Specifications

The following two documents can be included in an application pack and are useful tools when applying for a position.

	JOB DESCRIPTION	JOB / PERSON SPECIFICATION
Purpose	Helps to understand what the role involves.	Outlines the essential and desirable qualities required in the job This document can be a useful checklist when completing an application.
Information may include	Job role and duties including:- Place of work Salary range Working hours Responsibilities Duties Who the post reports to	The qualities required by the applicant:- Educational qualifications, Experience Skills, Abilities and competencies. Knowledge Memberships Training

Prepare!! – Before completing application form...



Research the company - Understand what the organisation does and what the role involves.



Get all your information ready - Use an up to date CV



Read through the Application Form / Guidance Notes - Read the application guidance notes identifying sections to be completed. Pay attention to the instructions such as using black ink or block capitals



Read the Job Description / Person Specification - These are the checklists used to choose candidates for interview. The more qualities demonstrated will be shortlisted for interview.



Completing a practice form - Make copies of paper-based forms. Ask someone to proofread for spelling, grammar and content before writing the final version.

Sections on standard Application Form

Name

Date of Birth

Address

Contact details

**Employment
History**

Qualifications

**Supporting
Information /
Questions**

References

Questions asked on application forms

Most sections on the application form are straightforward. Some sections or questions require more in-depth answers. How well these are answered can increase the chances of being invited to interview.

‘What key skills and qualities do you have that would be relevant to this job?’

Prepare by comparing your skills against the ones mentioned on the advert, job description and person specification. Instead of listing them, give detailed examples of using those skills. Space can be limited so use separate sheets.

‘Why do you want to work for this company?’

Researching the organisation will help answer the question. It's a chance to talk about why an applicant may want to apply. Letting them know what interests someone about the role of the company.

Competency-based questions

Sometimes application forms will contain competency-based questions such as:-
'Describe a time when you worked in a team'.

The employer wants to find someone with the right skills for the job. Choose an example from either work, study, volunteering, work experience, home or hobbies to demonstrate the skills.

[To answer, use the STAR technique. \(Hint: you can download a worksheet from our website to help!\)](#)

- ★ Describe the **S**ituation.
- ★ The **T**asks you were required to do.
- ★ All the **A**ctions you took to achieve the task. (Minimum of three)
- ★ **R**esults you achieved

They want to know that the candidate can get along with others in a team. It shows an effort to work well with a team and can communicate well with others so the answers given will be crucial.

Supporting Statement / Information



- It is common to see a section for you to write a statement in support of your application - This section is often the longest and seemingly most daunting section of an application form.
- It is where employers can pick out some of the most relevant parts from the information you've provided which demonstrates your skills, experiences, competencies and your personality.
- Don't just repeat what you've said in other sections. Instead, go into more detail about how your own skills link to the advert, job description, or if possible the person specification.
- If you have a person specification, you can use this as a guide to structure your statement to show how you have the competencies they are looking for.

Top Tips for completing Online Applications



Digital Application Forms are becoming increasingly popular but they can sometimes present their own challenges.

- **Understand all the buttons** – Checking the function buttons and form before starting avoids submitting a half completed application form.
- **Check if there is a time-out** - Often, online application forms will log out automatically after a while. This could mean losing the work. Save the form regularly.
- **Copy the questions into a Word document** – Write or type answers offline, then copy and paste them into the application form. Have a saved version ready to prepare for an interview.
- **Check and check again** – Check through the form again once completed. It's always useful to get a second pair of eyes to proofread it.
- **Print, email yourself or save a copy** – It is useful to keep a copy in case you need to apply for other jobs

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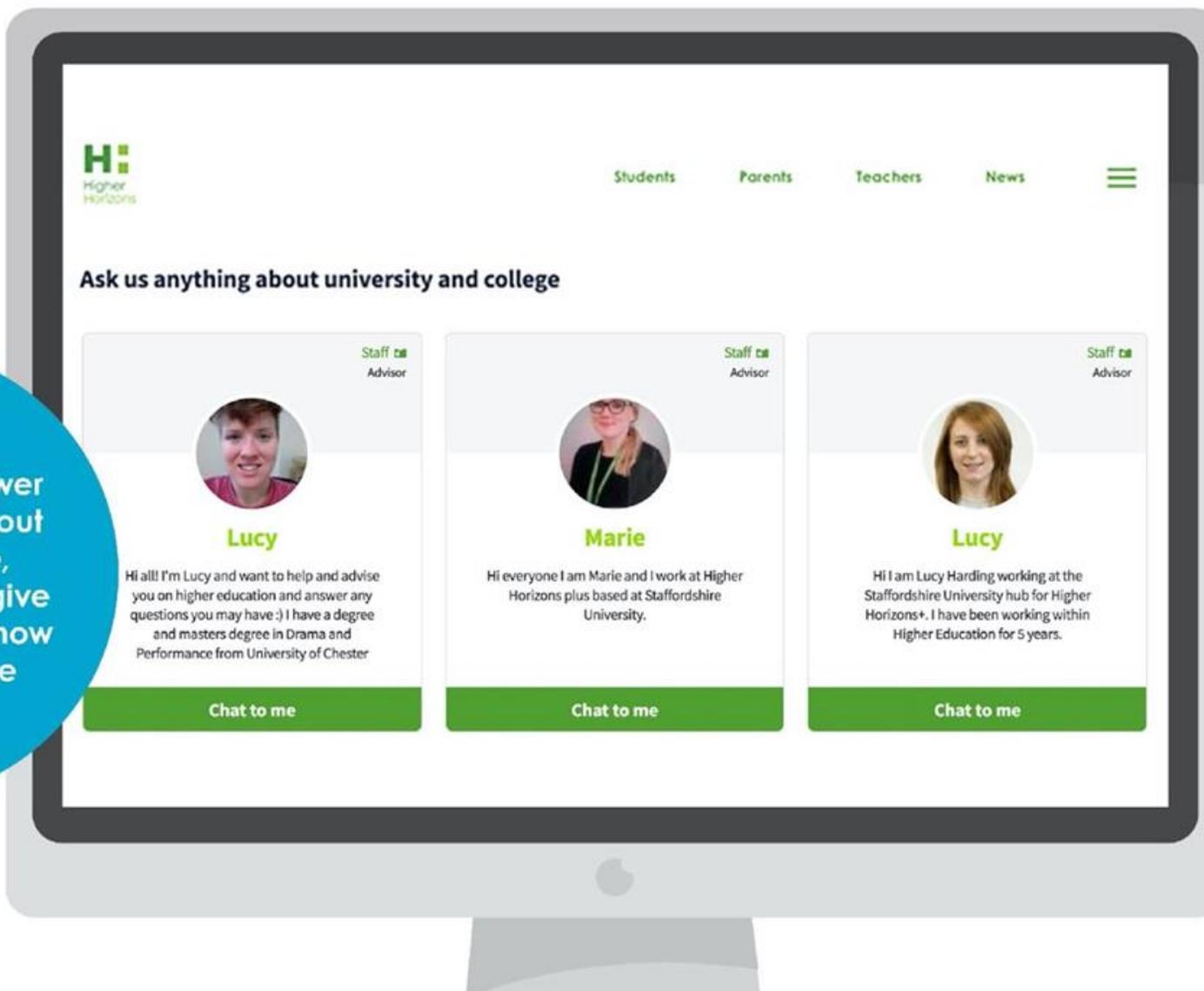
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APPLICATION FORM
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Get in touch



You can chat to our team at
www.higherhorizons.co.uk/ask

We can help answer any questions about school, college, university, or just give you some tips on how to study at home



We want your feedback!



Please help us by filling out our short feedback survey using the link below:

<https://survey.alchemer.eu/s3/90313164/OutreachOnline-secure>

It will take you no more than two minutes to complete. We'll use your feedback to help us design new resources for you and other young people.

Thanks for downloading our resources and working through the session. So we know whether this was useful for you, we'd love it if you could fill out our feedback survey





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Thanks for listening. Any questions?

www.higherhorizons.co.uk/ask



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