



Applying For a Job

- In order to find a job you will have to go through a number of stages:



**Identify a
Suitable Vacancy**

**Sell Yourself On
Your Application**



**Perform Well
at Interview**

**Retain Your
Confidence**





Identifying A Suitable Vacancy

- When looking for a job be realistic!
 - Eg consider the qualifications and experience you might have

- Vacancies are advertised in a number of places:
 - Newspapers
 - Journals
 - Job Centre
 - Connexions
 - College/Schools
 - Agencies

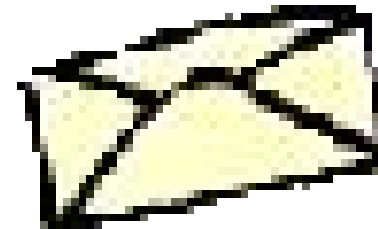
- You may be interested in Modern Apprenticeships





Selling Yourself on Paper

- When you apply for a job you may be asked to send in:
 - A completed application form
 - An application form with a letter of application
 - A CV with a letter of application
- It is important that you:
 - know the difference between them
 - know how to use them to sell yourself





Completing An Application Form

- It is essential that you:
 - Practise using a photocopy
 - Write neatly and clearly
 - Avoid making an error
 - Sell yourself – highlight your strengths
 - Answer all questions
 - Are honest!
 - Remember to sign and date it!





Completing A CV

- It is essential that you:
 - Prepare it on a computer
 - Send an original – not a photocopy
 - Sell yourself – highlight your strengths
 - Are honest!
 - Use the standard headings
 - Keep it up to date
 - Try to keep it brief – less than 2 sides!





Writing A Letter of Application

- It is essential that you:
 - Prepare it on a computer
 - Use the standard layout
 - Use paragraphs
 - Use a spell checker!
 - Make sure that you sign it!





Preparing For An Interview

- It is essential that you:
 - Check the date, day time and location
 - Allow for travelling time – try to arrive early
 - Wear formal clothing
 - Think about questions you might be asked
 - Think about questions you might ask
 - Be prepared to take a short test
 - Try to smile and be relaxed!

