

# APPLICATION FORM TEMPLATE

Complete the form below in as much detail as possible. To answer some of the questions you will need to have selected a specific job. If you haven't decided on a job yet, think of a job you might want to apply for and answer the questions as you would if you were applying for it. Keep a copy of this practice form so that you can use the answers on a real application form when it is time to fill one in.



## Example application form

Use capital letters.

Attach additional sheets securely and ensure they are marked with your name and the job you applied for.

### Personal details

**Full name:**

[Write your name here]

**Address:**

[Insert your address here]

**Email:**

[Insert your email address]

**Contact number:**

[If you have a landline insert the number here]

**Mobile number:**

[If you have a mobile number insert it here]

**National Insurance number:**

## Example application form (continued)

### Employment history

Start date / end date	Employer name	Job title, responsibilities and experience	Reasons for leaving
1/11/2011 – 03/05/2013	Tim's Hardware	<b>Job Title:</b> Shop Floor Assistant  <b>Responsibilities:</b> <ul style="list-style-type: none"><li>➔ Ensuring that all stock is checked each morning</li><li>➔ Helping customers with any questions they might have (give an example)</li><li>➔ Counting up the till at the end of the day to make sure that the sales matched the money taken</li></ul> (include work experience here and if the form asks for a salary write 'Voluntary')	End of contract

## Example application form

Education/training			
Establishment attended	Course details	Results	Date
Shrewsbury High School	GCSE English GCSE Maths  Include any qualifications from a Prince's Trust programme as well. Make sure the title is correct.	C D  Write "Pending" if the course is not yet completed	01/08/2010 – 01/06/2011

## Job questions

Remember to look back at the CAR technique in the [Interviewing for Jobs module](#); it will be a great help in structuring your responses.

### Why did you apply for this position?

#### TIP:

**What are your reasons for applying for the job?**



- Learning about the industry?
- Moving off benefits into the working world?
- Independence (earning and spending your own money)?

### Why did you apply to this company?

#### TIP:

**Have you done your research?  
Why have you chosen this particular company?**



- Does the company have a good image?
- Have you looked on their website to see what else they do?
- Do they have a good training programme?

## Experience questions

For the following questions, please include examples based upon your previous experience

**When have you worked under pressure?**

### TIP:



These questions are looking to see how you have used these skills in the past – you might want to use the CAR technique in the [Interviewing for Jobs module](#).

- Have you had to meet deadlines at school or at work?
- Have you had to look after anyone at home and had a lot of jobs to do at once?

**When have you been part of a team?**

**What was your role in the team?**

### TIP:



Teams can be in your family or friends; they don't just have to be at work.

- Have you played in a sports team? What did you do? Did you sometimes have to wash the kit?
- Have you had to help out the family team by shopping or looking after a relative?
- Are you the one that organises events with your friends?

## Experience questions

**When have you overcome a problem?**

**What did you do?**

**Would you have done anything differently?**

### **TIP:**

Have you had to deal with problems in your lifetime? We all do – it's how you react to them that can show your character.



- ➔ Have there been times at work that you haven't got on well with a colleague? How did you deal with that situation?
- ➔ Have you had problems at home? How did you overcome them?

## What is your greatest achievement to date?

### TIP:



What have you done in your life that you are most proud of?

- Everyone has different things that they are proud of – what is yours?
- Don't forget to say **why** it is your greatest achievement

## References

**Name:**

**Name:**

**Address:**

**Address:**

**Email:**

**Email:**

**Telephone:**

**Telephone:**

**Relationship to applicant:**

**Relationship to applicant:**

## Declaration

I certify that the information contained on this application form is accurate.

I give my consent to the processing, transfer and disclosure of information submitted by me during the recruitment process.

**Signed:**

**Dated:**