

Application forms explained

An application form will ask you to fill in questions covering a lot of the same things as you would put in a CV or cover letter. It will also ask you for some more detailed information about your skills, experience and why you would be right for the job. Examples of these questions are:

Motivation questions

→ The form will ask you questions relating to why you want to apply for the job. This section is trying to find out your motivations or reasons for your application

Experience questions

Your employer will also want to know that you have used and developed some basic skills to make sure that you will be able to actually do the job. These questions will focus on the skills that you will need to use in the job.

REMEMBER:

Experience can come from any part of your life and does not always have to be from previous jobs. It is fine to provide examples from your home life – not all learning happens in the classroom or in a job.



References

References are people that you know outside of your friends and family that you may have worked with in the past. Sometimes you have to put the contact details of these people down on an application form so that the employer can check that what you have written is correct and truthful. These people could be:

- a teacher
- a work placement buddy
- your previous boss
- your apprenticeship tutor

REMEMBER:

Always let someone know if you are using them as a reference and check that their contact details are up to date.



Declaration

At the end of your application you will have to sign to say that what you have written is truthful. It is very important to be truthful on your application form, what you write can be checked with a few telephone calls!

Monitoring information

→ Usually an application form will contain a monitoring section that will ask you for your age, race, gender, sexuality etc. This is **optional** so do not feel that you have to fill this in. This information will only be used for the company's internal **diversity policy** and will not affect your application.