

CAREERS PLANNING AND PRESENTATION SKILLS

Entry Level 3

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| NAME  |   |
| SCHOOL  |   |

Careers That Interest Me

**Can you identify where you would go to look for careers advice**

**or jobs?**

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| --- |
| I can find career advice/jobs in the following sources: |

**It’s really important that you find a job that you can enjoy, and that fits with your interests. Can you give an example of a career that is relevant to your interests?**

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| --- |
| Some of my interests are: |

**Pick your top 3 interests and research what jobs are available that involve those interests**

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| Interests: | Jobs available: |

**From the list of jobs above, find out what qualifications/training you would need to apply for those careers**

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| Jobs that involve my interests: | Qualifications and training I would need: |

**Looking at the research you have done above, which job would you like to do when you leave education?**

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| The career option I have identified is: |

**Outline which tasks you think it is likely that you would have to undertake in this career.**

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| --- |
| The tasks I would undertake in this career are… |

Completing an Application Form

Now imagine you have left High School, your GCSE results are your predicted grades. You are now going to pretend that you are applying for a job using this application form.

You can either imagine you are applying for part time work while you continue in further education, or you can imagine you are applying for your desired job if no further education or training is needed.

You choose the position you are applying for.

**JOB APPLICATION**

**Post applied for:**

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*List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. Continue list in a separate document, if necessary.*

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS** | Grade Awarded | Date Awarded |
|  |  |  |

*List any training relevant to this post, even if undertaken outside of your formal employment. This could include first aid training, lifesaving etc.*

*Continue list in a separate document, if necessary.*

|  |  |  |
| --- | --- | --- |
| **TRAINING** | Grade Awarded | Date Awarded |
|  |  |  |

|  |  |
| --- | --- |
| **DETAILS OF EMPLOYMENT** | Present or Most Recent Employer |
| *If this is your first job after leaving education, give the school or college’s name in place of employer’s name, and your date of leaving and disregard the other items.***Job Title:** **Employer’s Name:** **Date Appointed:** **Date of Leaving (if applicable):** **Salary:** **Notice Period:**  |

**Reason for Leaving:**

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**EMPLOYMENT HISTORY**

*Please list your previous employment and any voluntary, part-time, casual and unpaid work (voluntary)* ***starting with the most recent.*** *You should try to make the information you give as full and accurate as possible.*

***You must include details of any gaps in employment.***

*Continue list in a separate document, if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From*(dd/mm/yy)* | To*(dd/mm/yy)* | Name & Address of Employer | Job Title | Reason for Leaving |
|  |  |  |  |  |

**FURTHER INFORMATION**

*This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.*

*Read through the job description and person specification to get a clear view of what the job involves. The person specification you have been sent describes the necessary skills, experience and qualifications we’re looking for.*

*Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities*

*Ensure that the information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification.*

*Continue in a separate document, if necessary.*

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| **FURTHER INFORMATION** |
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**REFERENCES**

*One of your references must be your present/most recent employer or, if this is your first job after leaving full time education, one of your tutors.*

*References are usually requested before the interview unless you tick the box asking us not to contact your referee.*

*Please state in what capacity each referee is acting, e.g. current employer*

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| First Referee |
| **Title:** **Mr/Mrs/Miss/Ms**  |  |
| **Name:**  |  |
| **Job Title:**  |  |
| **Address:**  |  |
| **Postcode:**  |  |
| **Tel No.**  |  |
| **Mobile No:**  |  |
| **Email:**  |  |
| **How do you know this person?** |  |
| **If you are selected may we contact this person prior to interview?** | Yes No  |

|  |
| --- |
| Second Referee |
| **Title:** **Mr/Mrs/Miss/Ms**  |  |
| **Name:**  |  |
| **Job Title:**  |  |
| **Address:**  |  |
| **Postcode:**  |  |
| **Tel No.**  |  |
| **Mobile No:**  |  |
| **Email:**  |  |
| **How do you know this person?** |  |
| **If you are selected may we contact this person prior to interview?** |  |

**CRIMINAL CONVICTIONS**

*The Company strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the Company as each case will be dealt with on its own merit and given full and fair consideration. The Company makes background checks into potential employees. This may disclose details of cautions, reprimands, and final warnings as well as convictions.*

*Under the Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not ‘spent’. In addition, the Company also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may render you liable to summary dismissal.*

**Do you have any criminal convictions which are not ‘spent’ as defined by The Rehabilitation of Offenders Act 1974, or have you been subject to any caution or binding over orders in the last twelve months?**

|  |  |
| --- | --- |
| Yes [ ]  | No [ ]  |

If **YES** please give details of the offence, Court and sentence below. Continue in a separate document, if necessary.

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*Despite the above, certain posts still require that job applicants must disclose all criminal convictions and cautions whether or not they are ‘spent’. If the post you have applied for is in this category you will be asked for further information during the recruitment process and will be required to go through a clearance check with the Criminal Records Bureau.*

**ABSENCE**

*If you have been absent from work in the last two years due to sickness, which is not related to a disability or pregnancy, please list each occasion, and provide details below. If the reason for absence is of a sensitive nature and you do not wish to state it, you may be asked to disclose this information to the Company if you are the successful candidate.*

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**CONFIRMATION OF DETAILS**

*Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Company for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.*

*By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.*

*We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.*

**I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal records checks (as appropriate).**

*If this is an on-line application, please print your name in BLOCK CAPITALS in the Signature box and enter the date to confirm the information you have supplied is complete and truthful. Please note you will be required to sign this form should you be called for interview.*

**Signature**

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|  |

 **Date**

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*Please provide dates during the next six weeks when you will not be available for interview:*

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**EQUAL OPPORTUNITIES MONITORING FORM**

We recognise the importance of providing equal opportunities in employment. It is the Company’s policy to ensure that all appointments are made on merit. The monitoring form will be detached from the application form before shortlisting takes place. Candidates who have declared themselves as disabled will be identified before this stage to ensure that candidates with disabilities who meet the essential requirements of the job can benefit from the Company’s guaranteed interview scheme.

This scheme forms part of the Company’s policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process. In order to monitor the effectiveness and success of this policy please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the record of the successful candidate.

**My sex is:**

|  |  |
| --- | --- |
| Male [ ]  | Female [ ]  |

**My age is:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-18 [ ]  | 19-24 [ ]  | 25-39 [ ]  | 40-54 [ ]  | 55-65 [ ]  | Over 65 [ ]  |

**DISABILITY**

The Disability Discrimination Act says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day to day activities and which has lasted, or is likely to last, for more than 12 months. Please provide details of the nature of your disability. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes [ ]  | No [ ]  |

**If you have indicated ‘Yes’ please state the nature of your disability:**

|  |
| --- |
|  |

**MY CULTURAL ETHNIC ORIGIN IS**

**White**

[ ]  British

[ ]  Irish

[ ]  Other (please specify)

|  |
| --- |
|  |

**Asian or British Asian**

[ ]  Bangladeshi

[ ]  Indian

[ ]  Kashmiri

[ ]  Pakistani

[ ]  Other (please specify)

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|  |

**Black or Black British**

[ ]  Caribbean

[ ]  African

[ ]  Other (please specify)

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|  |

 **Dual Heritage**

[ ]  Asian and White

[ ]  Black African and White

[ ]  Black Caribbean and White

[ ]  Other (please specify)

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 **Chinese and Other Ethnic Group**

[ ]  Chinese

[ ]  Other (please specify)

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**WHAT, IF ANY, IS YOUR RELIGION /BELIEF?**

[ ]  None

[ ]  Buddhist

[ ]  Christian

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  Other (please specify)

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**DO YOU CURRENTLY WORK FOR OMBC?**

|  |  |
| --- | --- |
| Yes [ ]  | No [ ]  |

**WHERE DID YOU LEARN OF THIS JOB?**

[ ]  Local Press\*

[ ]  Trade or professional magazine\*

[ ]  Internet\*

[ ]  OMBC Jobs Bulletin

[ ]  Job Centre

[ ]  Word of mouth

[ ]  Other (please specify)\*

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Identifying Career Options

(Entry Level 3/Scotland Level 3)

Interviews

**What is appropriate behaviour for an interview – what *should***

**you do?**

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**What is appropriate clothing to wear to an interview?**

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When thinking about questions you might be asked in an interview, use the job advert and description for clues!

**The interviewer will want to know if you have the skills for the job, what skills would you need for the job and what questions may they ask?**

|  |  |
| --- | --- |
| **Questions I might be asked** | **How I would respond** |
|  |  |
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*See if there is someone in your household who could conduct a mock interview with you using the questions you have prepared plus any additional they may want to add. You can always contact your nearest Prince’s Trust office for help with interview prep and mock interviews.*

*Once you have taken part in a real or practice interview, take time to think about what you did well, and what you’d like to improve next time! If you can get feedback from the person who conducted your interview.*

**My strengths were…**

|  |
| --- |
|  |

**I would like to improve…**

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Sometimes in an interview you are asked to do a Presentation about yourself and why you think you are the right person for the job. We’re going to learn about presentations now.

**Give examples of when a presentation might be used. This can be in the workplace or everyday life.**

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|  |

**List points that you think make a presentation bad.**

|  |
| --- |
|  |

**List points that you think make a presentation good.**

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Delivering and Evaluating Presentations

Now you are going to create and deliver your own presentation as if this was part of an interview, you imagine you are having an interview for the role you applied for in your previous worksheet.

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| --- | --- |
|  [ ]  | I have thought about my presentation and how I am going to deliver this to best get the message across that I am the right person for the role. |
| [ ]  | I have listed the main points I would make/cover (list points below) |
| [ ]  | I have researched and made my presentation. I have also made any extra supplies/handout I would like to use during my presentation. |
| [ ]  | I have practiced my presentation. |
| [ ]  | I have reviewed my presentation after my practice and made any changes I wanted to. |
| [ ]  | I am now confident to delivery my presentation and know how long it will take. My presentation will take around minutes. |

**If you have done anything else to prepare your presentation, please write it here:**

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Now present your presentation to someone in your home, or you could record this and send the recording to you advisor. If you are presenting your presentation to a family member, make sure they take a picture of you and give you some feedback.

**This is me giving my presentation (paste your photo here or attach to this page):**

|  |
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|  |

**Evaluate how your presentation went:**

|  |  |
| --- | --- |
| What went well | What I would change next time |
|  |  |

