

Student notes: Application Form

Source: [Nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk)

Before you start

This exercise is for you to gain experience of the application process. Gather all the details you will need to fill in the application form, for example:

- your qualifications
- your work history
- references

Read the job description and instructions on the application form to understand what the employer wants. Research (where possible) the employer to find out who they are and what they do. Using this information, you can start to plan what you're going to add to your form.

Personal statement

A personal statement is a written summary that highlights an individual's skills, experiences, achievements, and goals, often used as part of an application for a job, university, or other opportunities. It provides the reader with insight into the applicant's personality, motivation, and suitability for the role or program they are applying for.

In a personal statement, people typically:

- Explain why they are interested in a role, course, or opportunity.
- Highlight their relevant skills, strengths, and experiences that make them a good fit.
- Discuss their future goals and how the opportunity aligns with them.
- Add a touch of personalisation, sharing what makes them unique or passionate.

It's essentially a way to introduce oneself and make a positive impression on decision-makers.

Provide your personal details

Please note for this exercise you will not require any additional personal details.

You will usually need to include your:

- full name
- date of birth
- address
- phone number - give a number you'll be available on during the day
- email address

Depending on the job, you may also need to add your:

- driving licence details
- national insurance number
- permission for a Disclosure and Barring Service (DBS) check
- work permit details

Provide your work history

You will add your employment history here, starting with the most recent. You can include work experience and volunteering activities and add sections where needed.

You will need to include:

- the name of organisation you worked for
- what role you had
- when you started the job
- when you left the job

An application form may also ask what your main tasks were. You should prepare 3 to 5 bullet points to describe what you did in each job role.

Additional skills

Application forms often include a section where you give examples to show that you have the skills and knowledge the employer is looking for. This can be in the form of a personal statement, a section on why you have applied or additional skills and qualifications section.

You may have to explain how you meet the job requirements laid out in the job description that comes with the form.

You can use examples from the workplace, from home, social activities, or volunteering, as long as you highlight skills that are transferable and relevant to the job.

How to choose references

A reference is someone who can answer questions about your work history, skills, abilities, and work style. You will usually need a work-related reference and a personal one. Make sure you check with people first that they're happy to provide one.

You should include the person's:

- name and job title
- relationship to you
- contact details (for this exercise we will not require contact details)

If you do not have any work experience or do not want to use your last employer, you can ask other people to give a reference, including:

- an older employer
- a teacher or college tutor who knows you well
- a team leader from a volunteering group, club, a society or sports team
- a faith leader from your place of worship

After you complete your form

Once you have completed your application form, make sure you:

- check the spelling and grammar
- sign and date it
- save a copy for use with future applications, and in case you're asked about it at interview