



Application Forms

Make the most of your chance to sell your skills to a prospective employer.

What's included in an application pack?

- ✓ Job advert
- ✓ Job description
- ✓ Person specification
- ✓ Application form
- ✓ Guidance notes
- ✓ There may also be a letter from the employer

What to do before filling in an application form

- ✓ Take a photocopy in case you make a mistake
- ✓ Read the job description and person specification
- ✓ See what the desirable criteria is and the essential criteria
- ✓ Think of examples of the experiences you have within a professional or a social setting

What is a job description?

A broad, general, and written statement of a specific job. It generally includes duties, purpose, responsibilities, scope, and working conditions of a job along with the job's title, and the name or designation of the person to whom the employee reports. Job description usually forms the basis of job specification.

What is a person specification?

The person specification is a description of the qualifications, skills, experience, knowledge and other attributes (selection criteria) which a candidate must possess to perform the job duties. This is where you will find the essential and desirable criteria for the role.

How to fill in an application form

- ✓ Fill in all questions on the application form
- ✓ If handwriting always use black ink and write in BLOCK CAPITALS
- ✓ If you are typing always remember if you need more space use an extra sheet of paper. It should specify in the guidance notes how many extra sheets you can use.
- ✓ You need to show the employer you meet the requirements so make sure you have all the essential criteria

Personal Statement

If possible, use the STAR method:

- S** **Situation** - describe the exact situation that occurred
- T** **Task** - describe the responsibilities in relation to this role
- A** **Action** - describe what action you took
- R** **Result** - describe the result of your actions

Examples

Essential criteria:

'must be an excellent team player'

You could say...

I work very well as part of a team. In my last job at Nero Cafe I worked as part of a team of six. We each had a task or role to play to ensure that the cafe service was efficient at all times, like food preparation, food serving, or being on the till. I was on the food prep and I had to make sure we had enough sandwich fillers at all times. As a result customer waiting times were reduced greatly and we got positive feedback on being an organised team. I am confident I would fit in very well as part of this team.

There will be times where you can't use the STAR method for example:

'Must have GCSE A-C'

'Willing to abide by Leeds City Council Health and Safety guidelines'

Unity Employment Services

Unity Employment Services was set up in May 2011 to support Unity tenants and the communities in which they live to get back into employment and training.

Each person has an individual reason for unemployment or under-employment. Unity's dedicated Employment Team ensures that each customer has an individual plan tailored to their specific needs.

The Team can help you with practical job skills such as preparing your CV, guidance for job searching and applications, and practising your interview technique.

Being out of work can knock your self-esteem. The Employment

Team can help boost your confidence and point you in the direction of the training you need to become job-ready.

The Employment Team have already helped secure over 250 jobs, work placements or training opportunities for tenants and local people - but they'd like to help even more!

If you, or any member of your household could benefit from the Employment Team's support or guidance, then please get in touch.



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**EmploymentOutreach
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Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.

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