



Application forms and CVs for young jobseekers

Introduction

- Employers use application forms as a way to recruit suitable candidates and to decide who to invite to the next stage.
- You may be asked to send a CV along with an application form, or instead of an application form. Some employers accept CVs 'on spec' – in other words, even if they don't have any vacancies at present.
- Keep a record of all the application forms and CVs you send, eg dates, name of company, job details.

CVs

- CVs shouldn't normally be more than 2 sides of typed, plain white paper.
- There's no one way of setting out the information but a straightforward presentation with bold headings is usually the most effective – employers have to read many CVs!
- Essential information includes your name and contact details, educational experience/qualifications, work experience and any skills, abilities and positions of responsibility that could be relevant for the job.

General information on CVs and application forms

- Be honest about your qualifications and experience; you might be asked for evidence if you are invited to an interview.
- Get permission from people before you put down their names/contact details for reference purposes.
- Make sure you don't make spelling/grammar mistakes or note down the wrong dates.

Application forms – what to do immediately

- Check you have been sent everything you're supposed to have been sent. Along with an application form, you may receive a job description, a person specification (which explains which qualifications and qualities are important) and company literature.
- Make sure you know the deadline to return the form.
- Decide when you will complete the form – some can be lengthy and time consuming to fill out.

Application forms – preparation

- Take a photocopy of the form to practise on.
- Collect everything you need to complete the form, such as a dictionary, black pen, examination certificates, etc. If you are making lots of applications, it's useful to keep everything in one place to save time.
- Read through the form and make sure you understand the questions. You may want to contact Connexions if anything is unclear.

Application forms – completing

- Try to give brief, clear answers, but make sure you give examples where possible. Look at the person specification or job description (if you were sent one) to see what the employer wants.
- Write neatly and clearly and follow the instructions – the employer might have many forms to get through.
- Sometimes you are asked to write some of your answers on a separate sheet of paper 'if necessary'. Unless you have plenty of experience you probably won't need to do this.

After you have finished your application form or CV

- Read everything through one last time to make sure you haven't made any errors or left any gaps.
- Take a copy of the completed form or CV as it can be useful if you get invited to an interview.
- Make sure you put the right stamp on the envelope and send off the form or CV in good time, taking into account that things sometimes get delayed in the post.

Covering letters

- You'll need to send a covering letter with your CV (see our simple example).
- Don't write too much but remember to include any job reference details, refer to your enclosed CV and highlight your relevant skills – ideally they'll match those requested in the job advert.
- If you're writing 'on spec', briefly explain how your skills, talent and experience could benefit the company.

Our equal opportunities policy: Successful Young People, Successful Communities

Central London Connexions will help young people from all backgrounds in London to succeed. Central London Connexions will make a real and lasting contribution to ensuring that the capital's diverse communities are successful in meeting the challenges of the 21st century. Central London Connexions will actively celebrate the cultures and diversity of young people through services and programmes that are attractive, relevant and reflect community interests, offering full and equal access to all young people and staff.

This information is available in alternative formats, call 020 7938 8080.