

APPLICATION FORM TEMPLATE

Complete the form below in as much detail as possible. To answer some of the questions you will need to have selected a specific job. If you haven't decided on a job yet, think of a job you might want to apply for and answer the questions as you would if you were applying for it. Keep a copy of this practice form so that you can use the answers on a real application form when it is time to fill one in.



Example application form

Use capital letters.

Attach additional sheets securely and ensure they are marked with your name and the job you applied for.

Personal details

Full name:

[Write your name here]

Address:

[Insert your address here]

Email:

[Insert your email address]

Contact number:

[If you have a landline insert the number here]

Mobile number:

[If you have a mobile number insert it here]

National Insurance number:

Example application form (continued)

Employment history

Start date / end date	Employer name	Job title, responsibilities and experience	Reasons for leaving
1/11/2011 – 03/05/2013	Tim's Hardware	<p>Job Title: Shop Floor Assistant</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> → Ensuring that all stock is checked each morning → Helping customers with any questions they might have (give an example) → Counting up the till at the end of the day to make sure that the sales matched the money taken <p>(include work experience here and if the form asks for a salary write 'Voluntary')</p>	End of contract

Example application form

Education/training			
Establishment attended	Course details	Results	Date
Shrewsbury High School	GCSE English GCSE Maths Include any qualifications from a Prince's Trust programme as well. Make sure the title is correct.	C D Write "Pending" if the course is not yet completed	01/08/2010 – 01/06/2011

Job questions

Remember to look back at the CAR technique in the [Interviewing for Jobs module](#); it will be a great help in structuring your responses.

Why did you apply for this position?

TIP:

What are your reasons for applying for the job?



- Learning about the industry?
- Moving off benefits into the working world?
- Independence (earning and spending your own money)?

Why did you apply to this company?

TIP:

**Have you done your research?
Why have you chosen this particular company?**



- Does the company have a good image?
- Have you looked on their website to see what else they do?
- Do they have a good training programme?

Experience questions

For the following questions, please include examples based upon your previous experience

When have you worked under pressure?

TIP:



These questions are looking to see how you have used these skills in the past – you might want to use the CAR technique in the [Interviewing for Jobs module](#).

- ➔ Have you had to meet deadlines at school or at work?
- ➔ Have you had to look after anyone at home and had a lot of jobs to do at once?

When have you been part of a team?

What was your role in the team?

TIP:



Teams can be in your family or friends; they don't just have to be at work.

- ➔ Have you played in a sports team?
What did you do? Did you sometimes have to wash the kit?
- ➔ Have you had to help out the family team by shopping or looking after a relative?
- ➔ Are you the one that organises events with your friends?

Experience questions

When have you overcome a problem?

What did you do?

Would you have done anything differently?

TIP:

Have you had to deal with problems in your lifetime? We all do – it's how you react to them that can show your character.



- ➔ Have there been times at work that you haven't got on well with a colleague? How did you deal with that situation?
- ➔ Have you had problems at home? How did you overcome them?

What is your greatest achievement to date?

TIP:

What have you done in your life that you are most proud of?



- ➔ Everyone has different things that they are proud of – what is yours?
- ➔ Don't forget to say **why** it is your greatest achievement

References

Name:

Name:

Address:

Address:

Email:

Email:

Telephone:

Telephone:

Relationship to applicant:

Relationship to applicant:

Declaration

I certify that the information contained on this application form is accurate.

I give my consent to the processing, transfer and disclosure of information submitted by me during the recruitment process.

Signed:

Dated: