



# newsupdate

A Social Enterprise serving Young People in their Community

## APPLICATION FORMS AND CVs

Are you considering applying for an apprenticeship? Are you looking for full-time employment? Or are you considering a part-time job? Would you feel ready to apply for a role, should the perfect position come up?

Welcome to the **4YP** newsletter which we hope will give students, school staff and parents lots of useful information to help young people make quality applications for future jobs.

### What is a CV?

A CV is also known as a curriculum vitae or resumé. It is a document all about you, that shows a future employer why you're the right person for



the job, highlighting your skills, achievements and experience. It enables you to introduce yourself to any potential employer, create interest in you by showing how you stand out from the crowd and why you are a good fit for the role they have advertised. A CV will not get you a job but can get you an interview.

### What are the Key Parts to a CV?

- Your Personal Details
- Your Personal Profile
- Employment History and Work Experience
- Education and Training
- Interests and Achievements
- Additional Information
- References

You can see more information about us here [www.4ypuk.com](http://www.4ypuk.com)



## Skills

Look at the job profile/person specification of the role you are going for and essential/desirable skills will be listed. Use these as the basis of your key skills. You will need to evidence them. Examples can come from school projects, volunteering, part-time work, hobbies/clubs/societies etc.

## Employment History and Work Experience

Ensure the format is the same for each job you may have had, put the newest first and the oldest last. An example format is below:

Company    Date - from – to

Position

Details

## Education and Training

You can put your predicted grades and any training you may have gained e.g. first aid in here. Again, you can list them with the newest first and the oldest last. If you have several of the same qualification you should then group them highest to lowest. An Example format is below:

School/Training Provider    Month Year

Course/Qualification

## Interests and Achievements

You can include hobbies, interests and achievements that are relevant to the job. For example, if you're involved in any clubs or societies this can show that you enjoy meeting new people. Do you coach young people, help run a youth group, do you volunteer, have you done your DofE; are you a member of the debating club at school? Make your activities specific and interesting!

## References

At least one referee should be work-related. Or, if you haven't worked, you could use another responsible person who has known you for some time. This should be someone who's known you for at least 2 years and isn't a family member but make sure they have agreed first. You can just put 'Referees Available on Request'.

## Application Forms

Some organisations will ask you to complete an application form rather than provide a CV. Remember some of the information gathered to create a CV is often used to complete an application form. Application forms are often online, although there may be some that are paper based.

## Why Do Employers use Application Forms?

You will be asked specific information about you. It makes it easier for employers to compare candidates and they can also be used as a checklist for job roles. (i)



## What Should I Include in Each Section?

### Personal Details

You should have your name at the top of the document, but you don't need to have the words 'Curriculum Vitae'. You can put your full address. Make sure you include a contact telephone number and email address if you have one. Ensure your email address is professional; you could have one specifically for job searches. If you have relevant social media accounts e.g. LinkedIn you could add this here too.

You do not need to include details such as your age, date of birth, marital status or nationality.

### Personal Profile

Your personal profile is a mini advert for you and should summarise your skills and qualities, your work background and achievements and future career aims. It should only be a few lines and must grab the reader's attention. Try not to use general terms but highlight skills specific to the role you are going for. Make your career aims sound like the kind of opportunities they currently have.

# 4YP's Top CV Tips

## 1 Appearances count

The average time spent looking at a CV is 5-7 seconds... don't waste it! Your CV needs to grab a recruiter's attention. Check the formatting is consistent and makes the CV clear throughout i.e. use bold for headings, bold and italics for subheadings, same size font for headings and then the body of your text.

## 2 Check your contact details

Make sure your phone number is correct and use a professional email. You may find your CV is ignored if your email is unprofessional.

## 3 Check your 'spelling and grammar'

Over 50% of employers say that this is the WORST mistakes a candidate can do!

## 4 Be honest

You will get caught out

## 5 Make it specific

Tell the employer what they want to hear – tailor your CV to the job you are applying for!

## Useful Links

Example My First CV Template

[CLICK HERE](#)

Top Ten Employability Skills

[CLICK HERE](#)

## Before you Start <sup>(i)</sup>

### Research The Company

- What do they do and how can you fit in
- What future opportunities are there

### Get the Information Ready

- This is all the information you need for a CV - qualifications, strengths, experience and skills

### Read The Form

- Make sure you know which parts you need to fill in

### Practice

- Complete a few dummy forms beforehand
- Save the answers to a Word document
- Check it over before you add it to the form

### Read The Job Description

- Pick out skills and qualities
- What can you say about yourself to match each one
- What examples could you give
- Use the STAR method to answer any specific questions asked



## Tips for Filling out Online Applications

- 1. Is there a time-limit on the application programme? Will you lose work if you are logged out? SAVE, SAVE, SAVE!**
- 2. Have a copy of your answers in a Word document. It is easier to copy and paste and they could also prove useful at interview.**
- 3. Ensure you know how to navigate the online application form, so you don't submit it early by mistake.**
- 4. Is your spelling and grammar correct? Check, Check, Check before you send it!**

## Useful Links:

<a href="#">How to Apply for an Apprenticeship</a>	<a href="#">CLICK HERE</a>
<a href="#">Write a Successful Job Application</a>	<a href="#">CLICK HERE</a>
<a href="#">How to Fill in an Application Form</a>	<a href="#">CLICK HERE</a>
<a href="#">Find out more about the STAR method</a>	<a href="#">CLICK HERE</a>

(i) Adapted from Bucks New University <https://youtu.be/WDjn7AKR8Yo>

(ii) Adapted from <https://www.myworldofwork.co.uk/application-forms>

# Would you like a careers interview over the phone or via video?



## Do you go to one of the schools/colleges listed below? Are you considering your next steps?

You will be able to talk with a qualified Careers Adviser for an impartial, 1-1 session to help make decisions on your next steps - that could be getting advice on what to study, careers guidance, making applications, writing CVs or searching for that dream job!

### PARTICIPATING SCHOOLS/COLLEGES

All Saints Academy ● The Academy of Central Bedfordshire  
Central Bedfordshire College ● Harlington Upper School  
Manshead CE Academy ● Priory Academy ● Queensbury Academy  
Redborne Upper School ● Samuel Whitbread Academy  
Stratton Upper School ● Vandyke Upper School ● Etonbury Academy

Funded by our school partners and our research project with The Careers Enterprise Company

**Do stay in touch and let us know what you want to read about... and remember, you can always contact us to arrange a careers guidance appointment over the phone / video call!**

Email us on [apg@4ypuk.com](mailto:apg@4ypuk.com)

