

A GUIDE TO **APPLICATION FORMS.** FOR PART-TIME / ON CAMPUS JOBS

INCREASE YOUR EMPLOYABILITY

In partnership with Careers and Employability



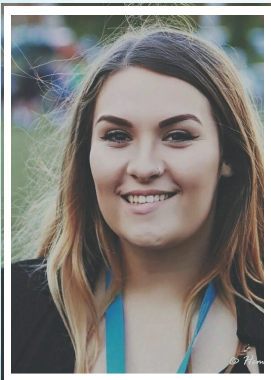
INTRODUCTION

I know how difficult it can be when looking for work at University and this is why I pledged to try and help students with the application process in my manifesto.

One thing we often see is students not explaining or promoting their skills as well as they could. Application forms can play a huge part when seeking employment and a good application form will provide you a good chance of getting an interview. There can often be many parts to an application form and this guide should help you get to grips with the key elements.

Although we would strongly encourage you to keep your CV up to date and also relevant to different jobs, it will often be used only as a reference point. If an employer asks you to complete an application form they will want to see that you have taken time over completing it. It is the best opportunity you have to show off your talents and talk in depth about your experiences. Very few employers nowadays will interview you based solely on your CV. Many don't even ask for it. It is very important, therefore, that you put time and effort in to filling it in. We have all been there and we want you to succeed!

Finally, thank you to the University Careers Service for their support in producing this booklet.



Keep an eye out for my top tips throughout the guide!

- Jade

JOB DESCRIPTION

Here is an example of a typical job description the University might use for student staff jobs. The job description gives you an indication of what you should expect if you get hired. You should look for areas you already have experience in to write about within your application.

Job Description

Post: Bar Assistant

Responsible to: Students' Union Bar manager

Hourly pay: National Living Wage (NLW)

Hours: Up to 15 per week

To provide high quality service to students, staff and visitors to the Bar.

Main Duties and Responsibilities

1. To provide excellent and professional customer service.
2. To always be polite and helpful.
3. To keep up to date with current promotions and new products.
4. To handle all money efficiently and adhere to security measures in place.
5. To adhere to all company policies and procedures and licensing laws.
6. To maintain high standards of cleanliness.
7. Willingness to be flexible with shift patterns and short notice changes to staffing Rota's.
8. To be available for work during Freshers' week and externally booked events on weekends.
9. To assist senior staff in completing tasks and reporting to them as and when required.
10. To feedback any issues of concern to your line manager in a timely manner.

General Tasks and Responsibilities

1. To remain up to date with the WSU's policies and procedures and identify and undertake relevant training, where resources allow.
2. To prepare for and proactively engage in any performance reviews including probationary reviews, with your line manager.
3. To attend appropriate or compulsory training, as directed by your line manager

PERSON SPECIFICATION

It is really important you take note of the person specification provided within the application. You should use it as a guide for what to include in your application to meet their requirements.

Person Specification

Qualifications & work related experience	Essential	Desirable
Knowledge of the bar's products and events		✓
Official training in manual handling and C.O.S.H.H		✓
Current student at the University of Worcester	✓	
Experience of working in a team	✓	
Experience of working in a customer facing position	✓	
Experience of cash handling	✓	
Experience of working in the bar hospitality trade	✓	
Experience in working in a busy environment		✓

Skills & Abilities	Essential	Desirable
Excellent communication skills	✓	
Excellent numeracy skills	✓	
Ability to establish good working relationships with a wide range of individuals		✓
Ability to work as part of a team and on your own initiative, without close supervision	✓	
Ability to work under pressure	✓	
Innate ability to pay attention to detail and ensure high standards.	✓	

Make sure you address all or as many points as possible on the person specification, giving as much evidence and as many examples as you can. Don't forget to talk about the skills you've gained from being in a club or society!

THE FORM ITSELF

It is really important you take note of the person specification that's provided with the job description. Use it as a guide for what to include in your application so you can to meet their requirements.

The form will typically be split into sections and some of these will be pretty obvious, such as personal details, education, and qualifications, as well as any training you may have undertaken.

However, some sections may need more thought and detail because they could be the deal breakers. These could be:

- Employment history
- Suitability for the position
- Additional information



Tip from a member of our student staff.

Jack Humphries
Student Graphic Designer Assistant

Be confident and professional. Provide specific examples of how your talents meet the job specification. This will enable you to secure a higher score and a greater possibility of obtaining an interview.

Thats when you can really sell yourself and talk about your suitability for the role.

EMPLOYMENT HISTORY

In this section you will be asked to talk about your current or most recent employment. You should use this section to talk about your main duties, achievements, and the skills you have learnt and developed.

Current or most recent post

Employer Name:

University of Worcester

Position Held: Student Ambassador

Dates of employment:

October 2016-Present

Current/Final Salary: NMW 4 hours p/w

Please state hourly rate and number of hours for part-time roles.

Reason for leaving: Looking for more hours during term time.

Give a brief description of the duties, scope and responsibilities of this role

As a Student Ambassador I am mainly responsible for speaking to prospective students looking to join the University of Worcester. I attend Open Days and assist visitors, giving tours of the campus and sharing my positive experiences as a student to promote the University and to encourage others to want to study here. This has definitely helped to improve my communication skills and gain more confidence when speaking to different groups of people. Working as a Student Ambassador means you have to be a good team player. The setting up and packing down of an Open Day is done best when everyone works together. It has also helped me develop my use of initiative as we can get asked all sorts of questions by visitors and this requires me to think on my feet to point people in the right direction. Through this role, I have developed a high level of professionalism as it is very important that I am representing the University in a positive light at all times. I thoroughly enjoy this role and all it has taught me but I am now looking to learn new and enhanced skills.

CONTINUED

You will then be asked about your employment history. Have a look at the example below. This section may look a little small but this is because you only need to address the main points. Keep it short and effective.

Don't be lazy and copy and paste from your CV!

Dates From - to	Name of Employer	Position Held	Summary of Main Duties	Salary on Leaving	Reason for Leaving
Jan 2011 - Oct 2013	Wetherspoons	Bar Assistant	Frontline customer service Handling cash Housekeeping duties	£6.10 p/h	Came to University
Sept 2013 - Present	Worcester Students' Union	StAr (Student Academic Rep)	Listening to my student body and collating feedback. Liasing with lecturers and the Union. Managing conflict and developing interpersonal skills	N/A Voluntary Role	Promotion

It looks quite brief doesn't it?

It only requires you to give the main duties as bullet points.

Don't over do it, look at the examples above!

SUITABILITY FOR THE POST

This section is the most important and your opportunity to sell yourself to your potential employer. The other sections you will notice are limited in depth but this is your chance to shine and tell the employer why you are the best candidate for the job.

TOP TIPS

Use examples: Make sure you reflect on your experiences and mention the skills you have learned and gained in your career and studies to date.

Make sure you read all of the instructions given to you by the employer for this section. They might give you extra guidance about what they are looking for. If they do, make sure you use this. You will have already seen the person specification and this is where you will need it most. You should aim to mention every point in a clear, concise and effective manner.

Maybe put them into separate skill headings such as Qualifications, Work Related Experience, Skills and Abilities, just like in the person specification (page 4).

SKILLS & ABILITIES

Remember - address each and every point on the person specification - state how you can demonstrate you have that skill/experience with at least one example and what the outcome was.

See page 10 for examples.

HANDY TIPS

You should be able to back up everything you say with examples from your previous employment, just like you would in an assignment. Don't make statements unless you have proof. Don't just say 'I am a good communicator', give examples to evidence this claim.

Don't just make vague statements such as 'I am good at working independently as well as working in a group' – it won't get you very far. Explain how you know you have done each of these things in the past.

Also try your best to use different examples whenever you can. It will be quite boring for the employer if they are reading the same example over and over e.g. your dissertation. Use as many experiences as possible to show a wide range of transferable skills. For example, being on the committee of a team shows more than your love for sport, It shows you are reliable, committed and organised!

You might not have much employment history if you are a student, but you can also include academic experience or placements. You can also use any volunteering opportunities you may have been involved in or any outside interests you have plus things you have done at school or college.



EXAMPLES

The best applications will give examples, but will also detail the outcome of those examples. You may have demonstrated your initiative to give a new idea at a previous job - talk about what difference it made. i.e. if it improved their service or activity as a result of your suggestion.

Eg 1.

Good Verbal Communication Skills

I am very enthusiastic about talking to young people about university and helping them get into university as well as providing knowledge specifically about the University of Worcester. I have taken part in drama productions (Most recently 'A Midsummer Night's Dream' in Gloucester)so I am a confident speaker in front of groups. I am able to work on my own or as part of a team as some of my modules at university require independent work whilst others require group work. I am also studying TEFL (Teaching English as a Foreign Language) as a module this semester and whilst I would not be teaching English as a foreign language, I feel the experience to achieve my career goal as a teacher would be paramount. I am also available most of the time outside of my lectures and I am reliable, punctual and hard-working.

This is the perfect job opportunity for me since I am extremely interested in both youth work and teaching, love working with young people and believe I meet the essential criteria listed on the person specification.

Eg 2.

Excellent interpersonal skills, to include the ability to deal with a wide range of people in a friendly, enthusiastic, polite and sensitive manner.

I have worked as a customer advisor and a waitress, both of which involved communicating with a diverse range of customers and colleagues, helping with any problems customers had, and always being friendly and reliable

Furthermore, I volunteered at Nacro The Crime Reduction Charity, where I assisted with lessons and excursions, mentored learners who needed extra support and acted as a role model. I am studying Sociology at University which I thoroughly enjoy. I have also taken an Interpersonal Skills module since I am very interested in working with people.

CONTINUED

Ability to work alone or as a part of a team, working independently to plan and deliver sessions with minimal supervision from University staff.

I have achieved the Community Sports Leader Award which shows I am able to plan and lead activities for students aged between 4 and 18. Within the wider team, I planned and set up sports days and sporting events for a variety of students and led and supervised groups of students, normally around 15 at a time.

I have had a range of front facing jobs and work experience (including customer advisor, bar staff, volunteer teaching assistant), all of which involve working in a team environment but also using my initiative to get jobs done, deal with problems when they arise and support my colleagues.

A good knowledge of the University of Worcester and its student support services.

I am currently in my second year studying International Relations at the University of Worcester. I have a good knowledge of the facilities and of student services including Registry for module changes, the Students' Union, First Point and Information and Learning Services, the latter of which helped me gather research data for my assignments.

See how they have succinctly but clearly addressed every point? Try and do this for every desired or required point listed in the person specification to score the maximum points available. You can add more examples when you do your applications for real.

SCORING & MATRICES

You might be wondering why we are suggesting you do all of this. Most shortlisting panels will make decisions on whom to interview by using a scoring system. That means each point you make will be given a mark.

Here is an example of a basic scoring system:

0- No evidence given

1- Point made but no evidence given

2- Point made and one example given

3- Point made and good examples given with outcomes

It's simple! The more evidence you provide, the more marks you get. Importantly, make sure you refer back to the job you are applying for, why you want that particular job and how you will contribute. You can talk about what the job can do for you, but make sure you emphasise what you can do for them - it makes you look more enthusiastic and genuine about applying.

Top Tip:

Don't cut and paste - it's really obvious.

Always make sure the font you use is consistent throughout the form.

ADDITIONAL INFORMATION

Some application forms have a section at the end allowing you to provide any additional information. Make sure you only include information that is relevant to the job and have not had a chance to include anywhere else on the application form.

You've talked about why you will be good for the job, so now talk about how you'd be good for the organisation.

You could be offering them student opinion and some companies might really value this! Show them that you are an interesting and engaging student. You might want to talk about things you do outside of work and how this makes you an asset in the workplace.

A typical line everyone will probably write:

"I LIKE TO READ"

Do you actually enjoy reading? If so, brilliant, but talk about your passion for certain authors or types of books and how this links to your other interests. If you can't do this, don't bother putting it in.

If there isn't anything you would add in here, now's the time to take advantage of the volunteering opportunities the University and Students' Union can provide to give you more to write about yourself!

Find out more at www.worcsu.com/volunteer



SUMMARY TIPS

- Follow instructions.
- Research the organisation and tell them you want the job they are providing, not just any job.
- Put effort into the application - they will know if you have.
- Research the organisation so you know a bit about them.
- Make it easier for them to mark you, by addressing each point.
- Show your personality, but don't go over the top; be you but professional.
- Don't bore them. Keep it clear and concise!
- Don't make it too short, it will look like you haven't made much effort. A good application will be around 2 pages long.
- Spelling mistakes and scruffy formatting make it look like you have a lack of care and attention. Don't allow yourself to fall at the first hurdle. Check it over, or get someone else to.

Good Luck!

Don't forget there are lots of services here to help you. You can book a careers appointment through www.timecenter.com/worcester or seek help from the Students' Union: www.worcsu.com

Please remember, the purpose of an application form is to get you an interview. Once you have that interview, the panel will likely use your application as a guide for when they meet you. The interview is your real opportunity to show them what you have to offer.

Coming Soon...

Look out for our next handy guide about attending interviews.

Jade