**SATURDAY JOBS PROGRAMME**

**APPLICATION FORM GUIDANCE**

**Please complete the application in BLOCK CAPITALS as this makes it easier for the person reading it.**

1. **Personal Details**

Please complete ALL personal details. This includes your postcode! If you are not sure about your National Insurance (NI) number then don’t worry about that part as you can find it out later if you are selected for interview and offered a job.

1. **Education Details**

Write down all qualifications that you have already achieved OR are working towards. For example, if you are currently studying GCSE Maths but have not yet finished the course, write this down and write down the target grade that you are on track to achieve. You can also include qualifications that you may have achieved outside of mainstream school e.g. coaching awards, languages etc

1. **Work Experience**

This includes any work experience or volunteering experience that you may have. For example, if you have spent time shadowing a family member at work then this could be included.

* **‘Duties’** means what you actually did e.g. welcoming and helping customers**.**

**(**If you are unsure, think from the beginning of your day to the end of the day and list the tasks that you had to complete - even if they are small!)

* **‘Skills’** means what you learned and gained e.g. teamwork; communication; organisation; writing reports etc and put it in a sentence: ‘I was able to communicate well with customers and provide a good service’

1. **Career Interests**

Circle the careers that you may be interested in. you can pick more than one or none. It’s up to you. You could also write a different option down

1. **Personal Statement**

Things that you should think about and try to include:

* Your interests and how they could help you in the workplace
* Previous work experience – e.g. voluntary work
* What you would like to do in the future – career aspirations

**Dos when writing your personal statement**

• Do use your best English and don’t let spelling and grammatical errors spoil your statement.

• Do show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement.

• Do be enthusiastic – if you show your interest in working, it may help you get a place.

**Don’ts when writing your personal statement**

• Don’t lie – if you do you may get caught out at interview when asked to talk about it

• Don’t make spelling mistakes

• Don’t use slang

*You could start off by writing:*

* ‘I am interested in applying for a Saturday job because…’
* ‘I have skills that would make me suitable for this position, for example I am/have…’
* ‘I play for a football team every week which shows my commitment to a role and ability to work with others as part of a team’