

SCOTTY'S GUIDE TO APPLYING FOR A JOB!

Applying for a job can seem like a big step. Whether you are applying for your first job or looking to change jobs, there is certainly lots to think about.

In this document, Scotty's will explain and provide some top tips on:

- How to write a CV.
- What to include in a covering letter or email.
- How to complete an application form.
- What to expect when phoning a potential new employer.
- How to prepare and what to expect at an interview.

THINGS TO REMEMBER

If you have any questions or would like some more help around applying for a job, then please just get in touch with the Scotty Team.

Some of our members and Springboarders in the past have felt a little anxious about applying for a job and that is understandable. You may be feeling a little scared yourself (hopefully a little excited too!) but always remember we are here if you need us.

Here are Scotty's Overall Top Tips when you are applying for a job:

1. The most important thing is to be honest and be you! Remember if you are unsuccessful this time, there will be more opportunities.
2. Be prepared. Do a bit of research, get an understanding of what the work place is like. This will help when writing the CV, application form or even attending an interview.
3. Still applying for the job if the majority of requirements are met. If they don't meet every single part of the criteria but can tick the majority, it is worth still applying.
4. Always follow the instructions given on the job advert. If they asked for a CV and covering letter, do that. If they ask for an application form to be completed online, do that. This is really important as it shows the potential employer that you can follow simple instructions.
5. If they provided a job specification, take the time to read through it. Make sure that what you write on your application/CV shows how you meet all the main requirements of the job.

6. Meet the deadlines! Again, this is very important and sets a good example of what you are like as a person.
7. Check your privacy settings on your social media accounts. The employers may look at your accounts so make sure your settings are set to private.
8. If you are sending your CV or application form via email, make sure your email address is professional. It needs to be suitable for a potential employer to see.



NIKKI'S TOP TIP!

"Always follow the instructions! When an employer advertises a job, they will always give instructions of how they would like people to apply. Some may ask for a CV, some for an application form to be completed and some may just ask for you to call for more details. It is super important that you apply in the way they have stated as it shows the potential employer that you can follow simple instructions. Good Luck"

HOW TO WRITE A CV

What is a CV?

CV stands for Curriculum Vitae. It is a document used when applying for jobs. It allows you to summarise your education, skills and experience, enabling you to successfully showcase your abilities to potential employers.

Your CV is a brief description of you and is a chance to impress and encourage an employer to invite you to an interview.

A CV includes;

- **Contact details:** Include your full name, home address, mobile number and email address. You do not need to include your age or date of birth unless you are asked. Eg: Acting or modelling roles etc.
- **Profile:** This is a summary statement that highlights your key attributes and helps you stand out from the crowd. Try to keep it short and snappy, 100 words is the perfect length. Pick out a few relevant achievements and skills, while expressing your career aims. A good profile focuses on the sector you're applying for, so make it job-specific.
- **Education:** List and date all previous education, including professional qualifications. Place the most recent first.
- **Work experience:** List your experience, starting with the most recent. Make sure you mention anything relevant to the job you are applying for. Don't forget to mention any voluntary work.

- **Skills and achievements:** This is where you talk about the things you have achieved, such as certificates and awards e.g. completed the DofE award. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview.
- **Interests:** 'Socialising', 'going to the cinema' and 'reading' are not going to catch an employer's attention. However, your interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group etc.
- **References:** You don't need to provide the names of referees at this stage. Some people prefer to say 'references available upon request' although most employers would assume this to be the case.

“I'M DEFINITELY LOOKING FOR INDIVIDUALITY IN A CV, I WANT TO SEE SOMETHING OF THE PERSON APPLYING COMING THROUGH. CV'S WHICH HAVE BEEN WRITTEN SPECIFICALLY FOR THE ROLE WE'RE ADVERTISING FOR, AS OPPOSED TO SENDING EXACTLY THE SAME CV TO EVERY JOB APPLICATION, ALWAYS STAND OUT. TRY TAILORING YOUR CV TO MATCH WHAT THE EMPLOYER IS LOOKING FOR, AND REMEMBER TO BE HONEST.”

Stuart Robison
CEO, Scotty's Little Soldiers



Scotty's Top Tips: CV's

- Keep it simple.
- Don't use more than two sides of A4.
- Type your CV. It's important not to hand write it.
- Check your spelling and punctuation, don't make any mistakes. Ask someone to check it for you.
- Target your CV to each job you apply for, making changes that highlight relevant skills or experiences.
- Keep updating your CV as you gain new skills and experiences.
- Check how you need to send your CV. Is it by post or email? Make sure you read the instructions.



Covering Letters / Emails:

When asked to apply by CV or application form, you should always send a covering letter. If the potential employer requires an electronic CV, then your covering letter will be written in your email and not as a separate attachment.

The letter gives you an opportunity to really explain why you want the job and what you can offer the company or organisation.

Scotty's Top Tips: Covering Letter / Emails

- Keep it short and simple – two or three paragraphs maximum. Don't repeat what's in your CV.
- Type your letter in a clear font on plain white A4 paper or if sending via email, make sure it is laid out clearly.
- Check your spelling and grammar. Don't be afraid to ask someone to take a look.
- Say why you are writing. Try to include where you saw the job advertised and state the job title.
- Remember to link your covering letter /email to the job description and how you meet the desired outcomes.
- Use a different covering letter / email for each vacancy you apply for – change the letter /email to reflect the job you're going for.
- See below for how you should start and end your letter / email. It depends if you know the persons name.

APPLICATION FORMS

Some employers will request that you complete an application form rather than send your CV. The forms are the same for everyone who is applying, which makes it easier for the employer to compare applicants. Some application forms will be online and some you will need to download and send back via email.

Scotty's Top Tips: Application Forms:

- Take your time. Read the application form carefully to check for special instructions.
- Take the time to look at the job advert, job description and job spec (if there was one) as you complete the form.
- If possible, download the form so that you can practise on draft copies.
- Be clear and always double check spellings and grammar. Don't be afraid to ask someone to check over it as well.
- Make sure you fill in all the appropriate sections of the application. Employers won't even look at it if there are sections missing that should have been completed.
- Try to really think about what information that employer needs to know to show that you could do the job. Make sure you include any skills or experiences you have that would help you in the role.

- If possible, keep a copy of your application form. This will help you prepare if you get selected for an interview.
- If you are completing a form online, be sure to make a note of any confirmation codes or passwords.
- Always check back over the form before hitting the 'send' button.

What to expect when phoning a potential new employer:

Sometimes an employer will advertise a job where they will ask you to simply phone them for more information. Below are Scotty's top tips on what to do if you are making that important call.

Scotty's Top Tips for calling a potential employer:

- Make sure you phone from a quiet place.
- If you are using a mobile be sure to have enough credit and a good signal.
- Think about what you need to say or ask.
- Maybe have a little practice before you make the call.
- Be prepared to answer some questions about yourself. Some companies may even give you a mini-interview over the phone.
- Have a pen and paper ready to write down any information you need to remember.
- Speak clearly and confidently.
- Remember to be yourself.

SCOTTY'S QUOTE

"YOU CAN DO ANYTHING AND BE ANYTHING YOU WANT TO BE. AS LONG AS YOU BELIEVE IN YOURSELF AND WORK HARD."



INTERVIEWS

Well done! You've got over the first hurdle and have been shortlisted for the job. Now you need to prepare for your interview. Don't forget, all Springboarders can apply for the Springboard Allowance. This is a grant of up to £100 and can be used to contribute towards the cost of attending an interview. For example, smart clothes so you can look your best! Contact the team for more information on how to apply.

Before the day:

- **Homework:** Find out as much as you can about the organisation. What it does and the type of people they employ. The internet is a good source of information, your local library may have some information too. Occasionally library's can offer specialist career advice.
- **Prep:** Think about the questions you might be asked. Why do you want the job? What skills do you have? Why should they employ you? Why not have a practice run with someone.
- **Questions:** Think about what questions you might like to ask them. Remember an interview is just as much for you to see if you like the organisation as it is for them to see if they like you.
- **Appearance:** Remember first impressions count. Some interviews are very formal and some are more of a friendly chat. Sometimes you are interviewed by just one person and sometimes there might be a panel. See if you can find out what sort of interview you'll be having as this might help you prepare.
- **Plan your route:** Check out the location. Think about how you will get there and how long it will take you. You don't want to be late.

On the day:

- **Time:** Give yourself plenty of time to get ready.
- **Impression:** Always dress to impress. Remember those first impressions count.
- **Check List:** Make sure you have everything you need. Check what they have asked you to bring. It may be that they have asked you to bring along exam certificates, identification, the letter inviting you to the interview.
- **Arrival:** When you've arrived for your interview make sure you let someone know you are there.
- **Nerve:** It's ok to be nervous. Just try and keep calm and not let those nerves get the better of you. Sometimes taking a deep breath and counting to 10 slowly can just help calm those nerves and it's something you can do anywhere, even sat outside the interview room when you are waiting to go in.

At the interview:

- **Smiles:** Smile as you go in and say good morning / afternoon.
- **Manners:** Be polite. It's important to make a good impression.
- **Smoking:** Don't smoke anywhere near the building where the interview is being held.

- **Be You!** Remember this is your chance to showcase yourself and show why you would be the perfect fit for the role.
- **Skills:** Think about what you have learnt and how your skills could be transferable to the new position.
- **Questions:** Answer questions with more than a simple 'yes' or 'no'. Remember, the interviewer wants to know more about you and your skills.
- **Notes:** It's ok to take notes with you during your interview.
- **Practice your handshake!** A good strong confident handshake is key.
- **Thank you:** Be sure to say thank you when the interview has finished.

After an interview:

- **Wait:** As hard as it is, you just have to wait for the potential new employer to let you know if you were successful.

IT'S A YES

Congratulations, well done!

IT'S A NO

Well done for taking this step and going through the process of an interview. If you didn't get the job remember not to take it too personally. Interviewers often have to make very tough decisions and are often spoilt for choice by so many applicants.

- **Feedback:** If you didn't get the job, you can ask for feedback as this may help you prepare and improve your technique for your next interview.

