



Application writing session

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Before Starting....



- Before starting any application –
- get yourself organised, gather all the information you will need. this will ensure you don't miss anything out on the application – it's too easy to say I will go back to that but it's easy to forget to actually go back.
- Read through the application form – practice on paper first. Again if doing online – look at each section and write down what they are asking you and practice.

Job Description and Personal Specification

The Job description will tell you about the role of the job.

This will tell you exactly what they will expect
you to do

The Personal specification will say who they are looking for.

This gives you the opportunity to:

- See where your skills and experience match the role
- Look what skills and strengths they are looking for?
- Adapt your personal qualities to match the company's needs

Vacancy description

As a Care Leaver Ambassador Apprentice within Cumbria County Council you will have experience of being looked after by Cumbria County Council, eg: either in foster care or residential care.

You will have an interest in supporting the development and co-production of support services for Care Leavers in Cumbria and will undertake the Customer Service Practitioner Level 2 apprenticeship, benefiting from:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific activities

As a Care Leaver Ambassador apprentice you will undertake a range of duties that may include:

- To attend and represent Care Leavers at the Care Leaver Forum and other events, such as the Corporate Parenting Board and national Care Leaver forums
- To raise awareness of the Care Leaver Local Offer by undertaking a range of marketing tasks such as undertaking telephone surveys; designing leaflets; creating displays and any other marketing tasks required of the role
- To contribute to the organisation of a range of events across the county, such as the Local Care Leaver drop in sessions
- To engage with Care Leavers and seek feedback
- To support the Children & Young People's Rights Officers in signposting Care Leavers to information, advice and guidance.
- To carry out routine customer service tasks such as answering telephones; taking and distributing messages and photocopying and scanning documents.

This is an example of a Job description.
It outlines all the tasks you will be expected
to do in the role.

Here is an example of a personal specification.

Essential Criteria

Please note that your application will be assessed against the Qualifications, Experience, Skills and Personal Qualities and Behaviours listed below. In your application form you must therefore clearly demonstrate:

1. that you meet all Qualification and Experience requirements, and
2. that you have or would develop, the skills, personal qualities and behaviours required of the role and provide examples where possible

Key Information

Qualifications required:	A good standard of English, Maths and ICT and be prepared to learn further.
Experience required	Only applications from candidates who have experience of being looked after by Cumbria County Council e.g. in foster care or residential care will be considered. This will be verified prior to shortlisting.
Desired Skills	<p>We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:</p> <ul style="list-style-type: none">• Excellent communication skills• Excellent organisation and planning skills• Excellent listening and observation skills• Excellent customer services skills• Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook)• Excellent time management skills
Personal Qualities and Behaviours	<p>All County Council employees must adhere to the Council Behaviours which are:</p> <ul style="list-style-type: none">• Communicate in a clear and constructive way• Act with honesty and respect for others• Demonstrate a positive flexible attitude• Take responsibility for our actions• Be committed to one team

This shows you the essential criteria they are looking for in the applicant, which means you must already have these skills to apply.

Also the desired skills, these are skills that they would prefer that you have but are not essential.

When you are completing your application you must include the skills they are looking for and back this up with examples.

Example Application form

Application

Post Applied for:	Date:
First name:	Surname:
Address:	Tel:
	Mobile:
Post code:	E-Mail:
Current/most recent employment	
Post title:	Start date:
Name of Employer:	End date:
Address:	Tel:
	Mobile:
	E-mail:
Post code:	Notice required (weeks):
Summary of duties:	Reason for leaving:

Work History

Post title:	Start date:
Name of employer:	End date:
Address:	Tel:
	Mobile:
	E-mail:
Postcode:	Notice required (weeks):
Summary of duties:	Reason for leaving:
Post title:	Start date:
Name of employer:	End date:
Address:	Tel:
	Mobile:
	E-mail:
Postcode:	Notice required (weeks):
Summary of duties:	Reason for leaving:

Education/Qualifications

School:		College/University:	
Dates : from __/__/____ to __/__/__		Dates: from __/__/__ to __/__/__	
Qualification	Subject	Level/Grade	
Further information:			
Please provide any further information on hobbies and interests relevant to the post, examples of your achievements, skills, etc (continue on separate sheet if necessary):			

Tell us why you are interested in this post and why you are the best person to join our organisation:

(continue on separate sheet if necessary)

- **Refer to job description**
- **Match your skills to person specification**

Reference 1:	Reference 2:
Contact name:	Contact name:
Designation:	Designation:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
E-mail:	E-mail:

Personal Statement

This is your opportunity to tell them why you want the job, what skills and experience you have and a chance to sell yourself to the employer



- **Use your Transferrable Skills**

- e.g. Communication
- Listening and negotiating
- Time Management
- Self-motivated
- Teamwork

Back your skills up with examples.

Achievements

Include any other achievements that you have achieved, for example: if you volunteer, completed a Duke of Edinburgh award or been part of a sport team, use these transferable skills to demonstrate your abilities.

Research

It is very important that you use all documents that are supplied with the application and then research the company as to what they do. Use some of this information in your application and at interview. This will show the employer that you have taken this opportunity seriously and understand the basics of their business.

Completing application forms

Do

- ✓ Type in Arial or write in black ink
- ✓ Use CAPITALS throughout if writing (but not if typing)
- ✓ Always read ALL the questions before beginning
- ✓ Practice before you complete the form
- ✓ Type up your statement on a Word doc then Spellcheck before pasting
- ✓ Sell yourself!
- ✓ Keep your application clean/neat
- ✓ Complete EVERY section
- ✓ Use proper punctuation and sentencing
- ✓ Read the job description and refer your skills to it
- ✓ Match your skills/experience to the Person Specification
- ✓ Take a copy of your application and keep safe with job description

Completing application forms

Do NOT !!

- ❖ Put any very personal information on the application
- ❖ Ramble or lie!
- ❖ Fold your paper application
- ❖ Use 'text speak' or abbreviations or slang i.e. I'd - I've – I'm, l8r(later) – ee(you) – sum(some), folk(people).
- ❖ Use an unsuitable email address (fluffybunny@hotmail...)
- ❖ Let your pet chew the application
- ❖ Use blue pen then go over in black
- ❖ Put inappropriate pictures on social network sites
- ❖ Mention your application/interview/employment on social network sites

- Cumbria Youth Alliance will be happy to help you with any application forms for:
- Employment
- College
- University

- Contact Catherineh@cya.org.uk

Need more
Help?