

Applying for Jobs and Training

This leaflet has been written to help you apply for jobs and training. It helps you to fill out application forms and gives you examples of letters and C.Vs.

Clued-up 9



Connexions Personal Advisers can help you to prepare for your future through a range of up-to-date guidance, support and information services from careers, education and employment to health and lifestyle issues.

Connexions Cheshire & Warrington

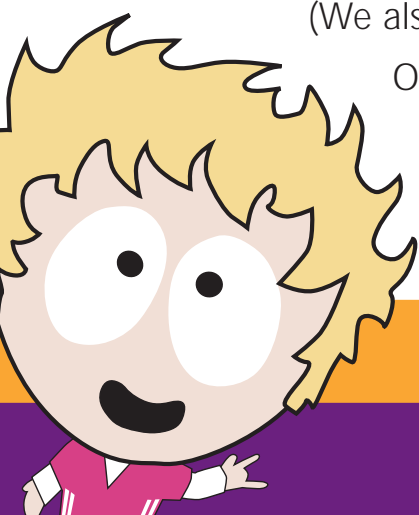
- Covers the areas of Vale Royal, Warrington, Macclesfield, South Cheshire and West Cheshire.
- Our Personal Advisers offer impartial guidance, support and information to young people regardless of your gender, race, sexuality or ability.
- Personal Advisers see young people from year 9 onwards (sometimes in year 8)
- Personal Advisers in Connexions Centres (see back cover for addresses) offer help to young people who have left school or who do not attend a school.
- If you are, or have recently left, Local Authority Care (for example a Children's Home or fostered) we can help by working alongside your care worker from Social Services.
- If you are in a Young Offenders Institution, or you have recently left custody, you can talk to a Personal Adviser
- You can also talk to an Adviser at Connexions Direct, open from 8 am to 2 am, 7 days a week – so it's never too late to talk
 - call free on 080 800 13 2 19
 - Text 07766 413219 (some mobile companies may charge)
 - Email or webchat with 'Ask Patrick' at www.connexions-cw.co.uk
- You can contact the Information Team at:

Connexions Cheshire & Warrington, No. 2 The Stables,
Gadbrook Park, Northwich, Cheshire CW9 7RJ Tel: 01606 305200

(We also subscribe to Typetalk for Typetext users) Fax: 01606 49158

Our E-mail address is: Info@connexions-cw.co.uk

You can visit our website on www.connexions-cw.co.uk



Applying for Jobs and Training

Applying for jobs takes time and effort. Lots of people apply for jobs. Not everyone is selected for an interview.

Follow these tips and hopefully you will be the one called for interview.

Where can you find out about Jobs and Training opportunities?

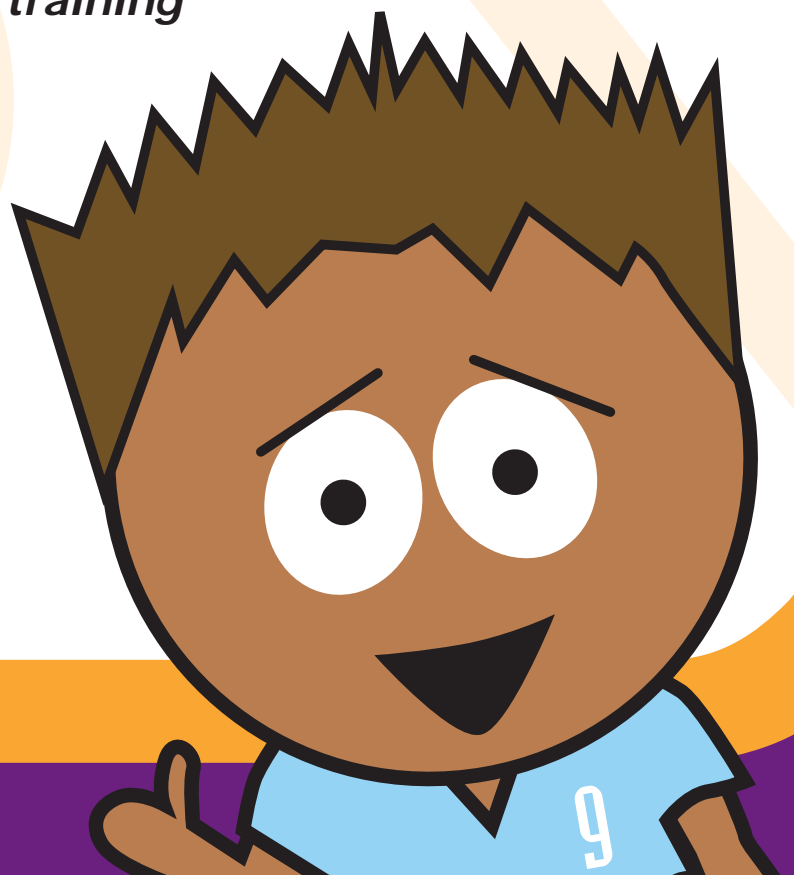
Looking for jobs and training takes a bit of detective work!

- Your Personal Adviser can help you find jobs and training
- Talk to your family and friends
- Our website has local jobs, www.connexions-cw.co.uk. You can also search for jobs and training opportunities in the area at www.wayahead.com
- Look on your school noticeboard - your school careers library may also have a book of vacancies
- Your local Connexions Centre has vacancies and information for young people. See inside back cover for a list of Connexions Centres.
- The jobs pages in newspapers and magazines show vacancies
- Shop windows sometimes display advertisements for local jobs
- You can contact companies direct

Remember to ask about training and qualifications.

If you are over eighteen you could call into

- Your local Jobcentre Plus.
- Local recruitment agencies.
(Some agencies may have vacancies for school leavers)



When you apply for a job you may be asked for one of these:

- A letter of application
- A completed application form
- A letter to send with your application form
- A Curriculum Vitae (C.V.)
- A letter to send with your C.V.
- Speculative letter

There are different ways of writing these - this leaflet shows you examples and gives you useful tips.

1. A Letter of Application

Some job advertisements say 'apply in writing'. When they say this you need to send a letter of application.

Letters of Application – Useful Tips

- Write clearly.
- Check your spelling (ask your teacher, Personal Adviser or parents).
- Before starting, read the information you have about the job. You may want to refer to this when you write the letter.
- Use a black pen.
- Use plain white or cream paper and a plain envelope.
- Make a copy and keep it with the advertisement. Look at this again if you are asked to attend for an interview.

Here is an example of a Letter of Application

Jane Jones,
3 South View,
Southend SE3 1PQ
Tel. 01234 12345
12th. July 2006

Mrs M. Roberts,
Personnel Manager,
Albatross Records,
South Street, Southend SE3 2TN

Dear Mrs. Roberts,

I would like to apply for the post of Sales Assistant, which was advertised in the 'Southend Guardian' on Friday, 10th July.

I am 16 and left South View High School in June. I have worked in a shop and know how to work a cash register, deal with customers and do stock control.

I am very interested in working for Albatross Records, as I really like music, collect CDs and I go to local concerts. My other interests include babysitting and helping at the local Charity Shop.

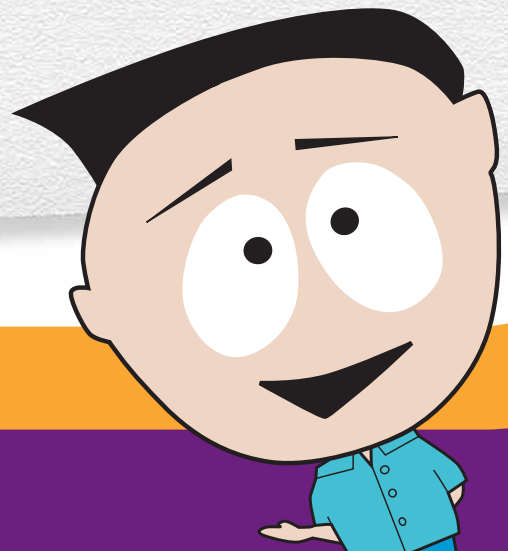
I have taken GCSEs in English, Science and Art and I am waiting for the results. If you need a reference you can contact Mrs. Lone, Headteacher, South View High School, 3 South View Road, Southend.

I am available for interview at any time and look forward to hearing from you.

Yours sincerely,

Jane Jones

Jane Jones



3. A covering letter to send with an application form.

Send this if you want to tell the employer something extra.

Here is an example:

2 King Street,
Southend
SE4 9LJ
Tel: 01234 78892
12th September 2006

David Smith,
Personnel Manager,
Brain's Builders,
Westpark St.,
Southend SE4 9PQ

Dear Mr. Smith,

I would like to apply for the post of trainee joiner, which was advertised in the 'Southend Guardian' on Friday, 10th September and I enclose a completed application form.

I am interested in working for Brain's Builders because I am keen to train for a career in the Building trade and I already have some work experience with a joiner, which I enjoyed.

I am available for interview at any time and I look forward to hearing from you.

Yours sincerely,

Sally Adams

Sally Adams



**Here is an example of a blank application form.
You could photocopy this and use it for practice.**

APPLICATION FORM

JOB OR TRAINING APPLIED FOR

WITH

PERSONAL DETAILS (Please complete this section in black pen and capital letters)

SURNAME FIRST NAME

ADDRESS

..... POST CODE.

..... TELEPHONE

EDUCATION

LAST SECONDARY SCHOOL OR COLLEGE ATTENDED DATE OF LEAVING
.....

PREVIOUS SECONDARY SCHOOL ATTENDED DATE OF LEAVING
(IF APPLICABLE) (IF APPLICABLE)
.....

SUBJECTS STUDIED

Please list the subjects you have studied at school (including 6th form) or college.
For school, list only those subjects studied from year 10 onwards.

SUBJECT (FULL TIME OR PART-TIME)	SCHOOL/ COLLEGE	TYPE OF EXAM E.G. GCSE, 'A' LEVEL, BTEC GNVO	GRADE (IF KNOWN)	YEAR OF EXAM

RECORD OF ACHIEVEMENT

If you have a record of achievement please attach a copy of papers from your record which will help your application e.g. personal statement, work experience details, achievement in subjects.

EMPLOYMENT AND TRAINING

Please list any experience of employment and training that you have had e.g. full-time job, part-time job, Apprenticeship, Saturday job, holiday job, work experience or work placement from school etc. Start with your most recent experience.

NAME OF EMPLOYER/ TRAINING PROVIDER	FROM TO	DUTIES

INTERESTS

What do you do in your spare time? Do you have a favourite hobby or sport? Do you belong to any clubs? List any activities that interest you.

.....

HEALTH

Please mention anything that may be important in your choice of work or training.

.....

OTHER INFORMATION

Explain briefly why you are interested in this type of work or training and why you think you are suitable. Please add anything else in support of your application.

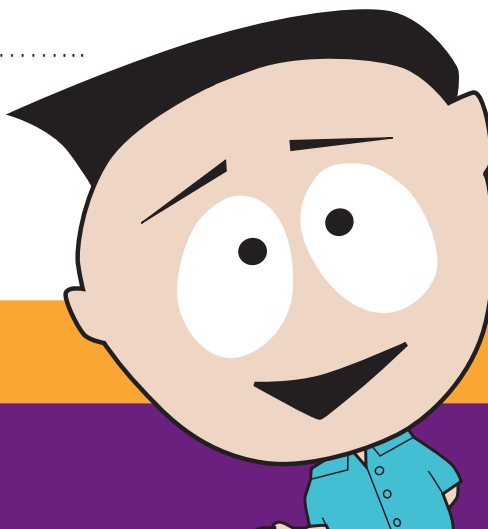
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REFERENCE

Please give the name, address, telephone number and job title of someone who can be approached for a reference about you e.g. Headteacher, Employer or Training Provider.

SIGNATURE

DATE



4. Curriculum Vitae (C.V.)

Some employers ask you to send in a C.V. This tells employers about you and what you have been doing. There are lots of different kinds of C.V.s. If you want to find out about these ask your Personal Adviser.

C.V.s – Useful Tips

- Before you start, think carefully about your skills, abilities and achievements. Ask your Personal Adviser, your Careers Teacher or your parents. It may help to jot them down on a piece of paper first. You have probably achieved more than you thought.
- Try to match your C.V. to the job advert.
- Always send a covering letter with your C.V. This should explain your reasons for applying for that particular job.
- Always word-process or type your C.V.
- Try to keep it to one side of A4 paper (two at most).
- Make extra copies so you can use them for another application, or save it on disk.
- You do not have to give your date of birth



Here is an example of a C.V.

Name: John Smith
Address: 9 Chester Street, Rivertown, Cheshire CC2 6JH.
Date of Birth: February 18th 1990
Telephone Number: 01234 65432

Skills, abilities and achievements:

- Punctual and reliable
- Able to use a computer
- Able to work in a team
- Good communicator, particularly with older people
- Willing to train and gain qualifications
- Good at keeping notes and records

Evidence for most of these can be found in my Record of Achievement

Education:

2000-2006 Mountain View school, 5 Mountain Road, Rivertown, CC2 5JL.

Qualifications taken and results obtained: GCSE: CDT (D), Science (E).

Other qualifications are RSA in English, AEB in Maths, First Aid Certificate.

Work Experience

2005-2006 – part-time work at Salmon's fish and chip shop.

I served customers, prepared the fish, peeled potatoes, dealt with customers.

March 2005 – 2 weeks work experience at Cisco's Supermarket.

Experience of working with people, stacking shelves, working on checkout.

References

Mr. J. Brown, Headteacher, Mountain View School, 5 Mountain Road, Rivertown.

Mr. P. Collins, Manager, Cisco's Supermarket, Valley Close, Rivertown.

5. A 'Covering letter' to send with a C.V.

Here is an example:

9 Chester St.,
Rivertown,
Cheshire CC2 6JH
8th September 2006

Mr. Smith,
Personnel Manager,
Johnstones Superstore,
The Shopping Mall,
Rivertown,
Cheshire CC2 7LM

Dear Mr. Smith,

Re: Post of Supermarket Assistant advertised in the Rivertown News on Monday, 6th September

I would like to apply for the above job at Johnstones Superstore and I enclose my CV as requested.

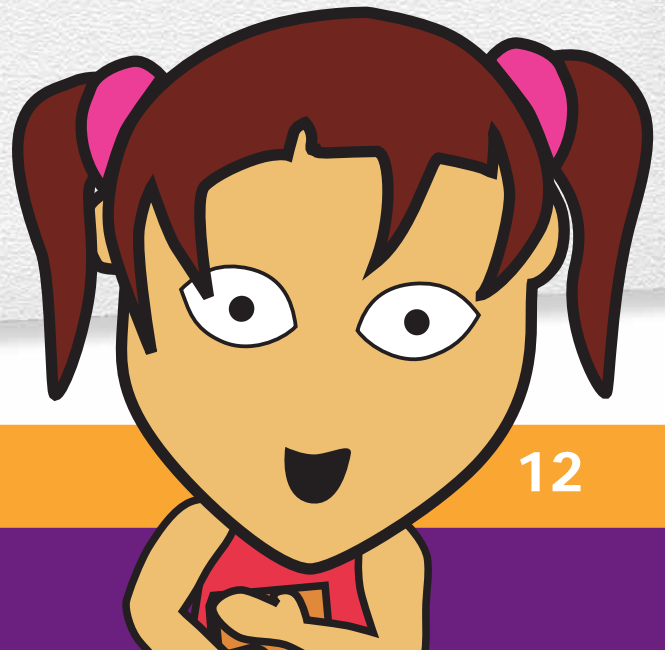
I have recently left school, and I am very interested in a career in retail work. As you can see from my CV I have some experience of working in a shop, which I enjoyed. My job at Salmons also shows that I am good at dealing with customers and I am reliable and punctual.

I am available at any time for interview and I look forward to hearing from you soon.

Yours sincerely,

John White

John White.



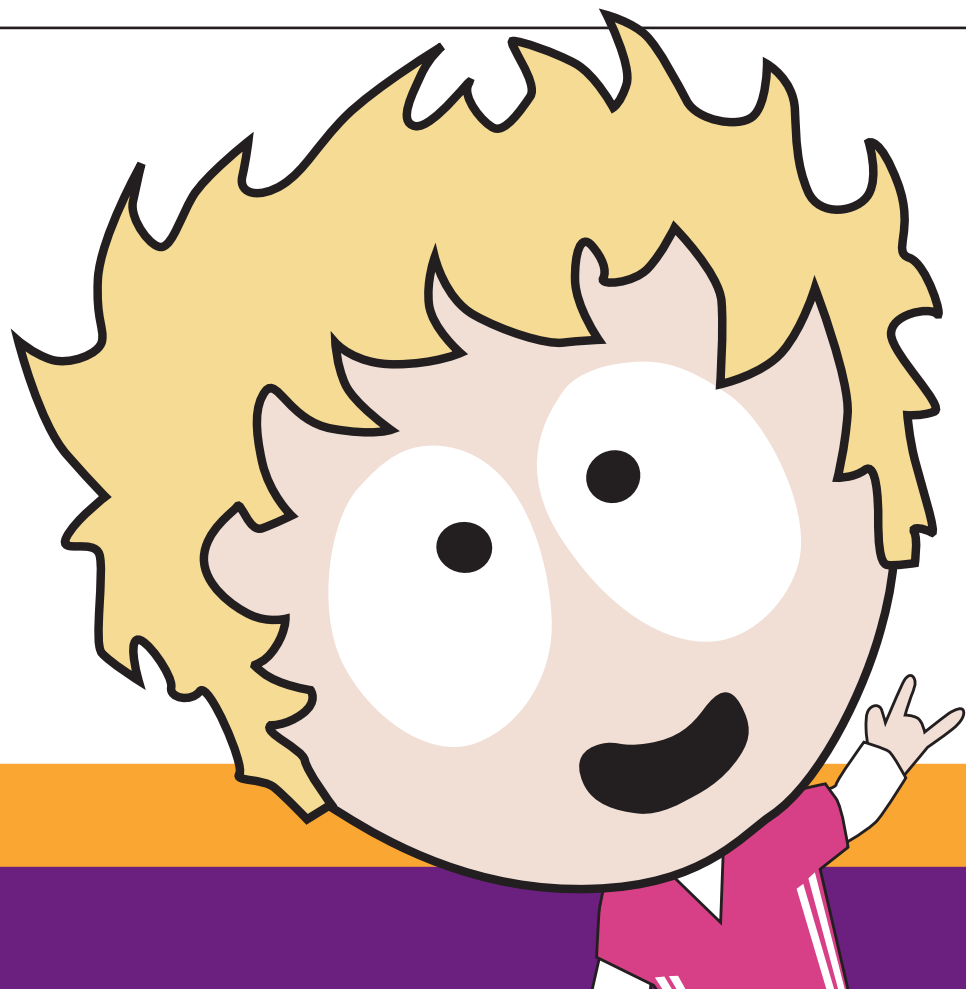
6. A 'speculative letter'.

You can use this when you are writing to firms to see if they have any vacancies and to ask them to keep your letter so they can contact you if do they get a job vacancy.

There is an example of a 'speculative letter' on the next page.

Speculative Letters - Useful Tips

- Keep a list of companies you have written to.
- You can send speculative letters to several firms.
- Find out at least something about the firm before you write and include this in your letter.
- Do not expect to hear back straight away. They may keep your letter and contact you when there is a vacancy.
- Do not forget to put your telephone number (if you have one) so you can be contacted easily.
- Instead of using the long letter below you could write a shorter version and include a copy of your C.V.



Here is an example of a speculative letter:

2 Queen St.,
Southend SE4 9OP
Tel: 01234 65432
14th September 2006

The Personnel Manager,
Arrow Golf Hotels,
Kings Down SE3 9RR

Dear Sir or Madam,

I am writing to ask if you are likely to have any vacancies for a trainee groundsperson in the near future. If not, please keep my letter on file in case any vacancies arise.

I am 16 and recently left school and I am looking for work. I am very interested in training for a career as a groundsperson. At school I enjoyed Biology and I had a good work experience at the local football club where I helped the grounds staff. I am keen to work for 'Arrow Golf' because I know it is a good firm and you have a good training scheme.

I can supply references from my Headteacher and the chief groundsperson at the football club. I am sure you would find me a reliable and enthusiastic member of your team. I would be happy to meet with you at any time. Please do not hesitate to contact me if you would like further information.

I look forward to hearing from you.

Yours faithfully,

Robert Brown

Robert Brown.

Connexions Cheshire & Warrington

If you are at school

If you are at school you should ask your school Personal Adviser for advice and guidance. Your school careers teacher will also help you.

Connexions Centres

You can also get help and information in your local Connexions Centre. If you live outside the Cheshire & Warrington area there will be a Connexions Centre or Careers Centre near your home.

FREEPHONE 0800 980 9877

Opening Hours

- 9 a.m. - 5 p.m. Monday - Thursday
- 9 a.m. - 4.30 p.m. Friday
- 9.30 am - 1.30 pm Saturday (except Congleton and Winsford)

Warrington

The Gateway
101 Sankey Street
Warrington WA1 1SL
Tel: 01925 416611

Congleton

35/37 Lawton Street
Congleton
CW12 1RU
Tel: 01260 276116

Northwich

Brunner Court
97 Witton Street
Northwich CW9 5DR
Tel: 01606 331515

Winsford

24/26 Queens Parade
Winsford
CW7 1AE
Tel: 01606 862213

Macclesfield

Chatham House
Churchill Way
Macclesfield SK11 6AY
Tel: 01625 412420

Crewe *moving soon

44/46 Victoria Street
Crewe
CW1 2JE
Tel: 01270 251002

Ellesmere Port

53 Whitby Road
Ellesmere Port
CH65 8AB
Tel: 0151 355 7135

Chester

6 Upper
Northgate Street
Chester
CH1 4EE
Tel: 01244 389200

The 'Clued-Up' series is designed to provide clear and easy-to-understand information to help young people manage their own futures.

Here is a full list of titles in the series produced so far:

- 1 Your Personal Adviser
- 2 Transition Reviews
- 3 At School away from home
- 4 Leaving School
- 5 Going to College Away from Home
- 6 If you are not in school
- 7 Moving on after your Transition College Course
- 8 Jobs, Courses and Training – How to find out the facts
- 9 Applying for Jobs and Training
- 10 Using your Connexions Centre
- 11 Information for Young People in Custody
- 12 Information for Care Leavers

If you would like information supplied on disk, big print, in Braille, another language or if you would like any other help accessing this information or have any comments on our services, good or bad, please contact:

The Information Team, Connexions Cheshire & Warrington, No. 2 the Stables, Gadbrook Park, Northwich, Cheshire CW9 7RJ.

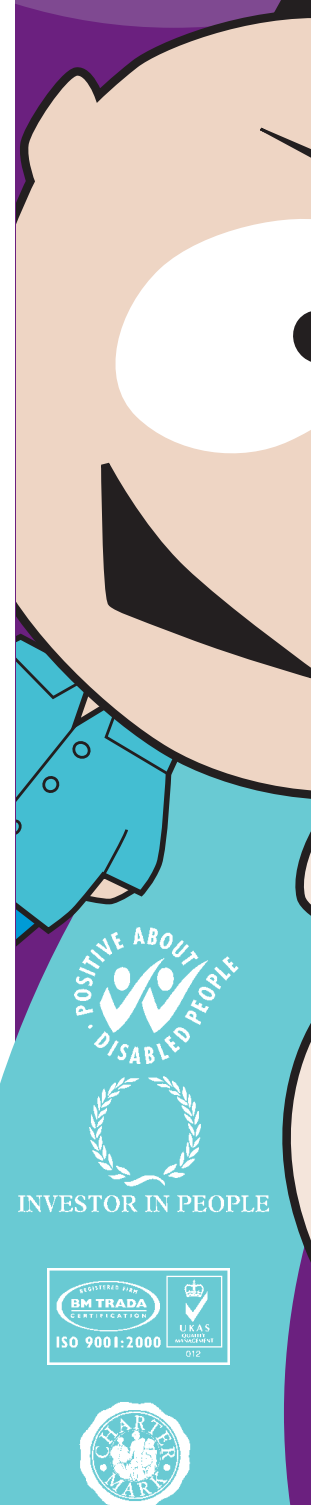
Tel: **01606 305200** Fax: **01606 49158**

E-mail: **Info@connexions-cw.co.uk**

Our web address is **www.connexions-cw.co.uk**

**EVERY 99 SECONDS
SOMEONE ASKS
CONNEXIONS – CHESHIRE & WARRINGTON
FOR HELP**

Version 1 January 2007



Awarded for excellence