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Submitting online or paper applications for Higher education or apprenticeships

Let's start with the basics. When completing an application think about:

- Filling in all of the questions
- Making sure you have started sentences with capital letters
- Checking the whole document before you submit
- Making sure you don't leave any gaps, questions unanswered
- Think about who you want to present yourself as (see 'Creating the best version of you' document)
- Why you want the job, keep that in mind
- Being positive
- Showing enthusiasm

Sometimes when professionals read applications from people, they get frustrated that they have not done the above things. Employers will not want someone who isn't going to make the effort to check that they have at least done the basics.

If you struggle with some of the above (don't worry, lots of people do) find someone who will help you, whether it is a member of staff from the school, someone at home, a friend or family member or even someone at the local job Centre.

The best advice we could give you would be to read what the employer wanted in the role and decide how you could support them with it, be positive and show enthusiasm, because it goes a long way.

Remember you don't have to be able to do everything they want but being willing to learn is just as important.

Usually they will ask:

- Basic details about you for practical reasons, like contacting you.
- What experience you already have and the roles you have done previously
- Why you think you can do the role

How to answer:

- Basic details about yourself are easy, you know all about you :)
- What experience you have, that is a little trickier when you are in school/college or are just leaving, but there are ways you can help yourself here.
 - Apply to be a volunteer or support clubs in school
 - Try voluntary work in your community
 - Join in all the extra-curricular clubs you can squeeze in
 - Ask someone you know if you can join them at work during the school holidays and get some practical experience
 - Do some online courses that give you certificates in subjects other than those offered at school or college
- Transferable skills are a real thing...what do you have to bring to the role
 - Typing your GCSE work up means you can type (administrative tasks)
 - Using emails at school, you can use them at work as well
 - Communication, works in all walks of life
 - Extended answers and literacy skills, report writing, answering questions
 - Researching answers (Believe it or not accountancy firms like history as a GCSE because it requires you to explore answers and work them through to a conclusion)
 - Science has huge practical applications (this is why STEM is so important)
 - Maths - not just for maths but for building, accounting and the cost of everyday living

The above are all important in making sure you are shortlisted for that all important interview.

Now read the document '[Empowering Your Successful Self](#)'

Once you have passed all the shortlisting requirements of the application, the part employers always enjoy the most is reading about a person and wanting to interview them because they sound like someone who would be interesting to work with!!!