

With compliments of



## **THE RIGHT JOB**

### **Hints and Tips when Applying for a Job**

- Ask yourself where you would like to work and apply only for the jobs and companies that interest you.
- Find out about the company. Visit their website and/or contact them directly.
- Apply on-spec rather than wait for an advert.
- Apply to a person. If an advert does not state a contact name then telephone the company and find out the name of the person responsible for the vacancy. Get straight to the point and sound keen when you speak to the contact.
- Always provide a covering letter when applying for employment. Project your enthusiasm for the job and the company and express the reasons why you want to work for the company.
- List the skills, abilities, achievements and qualifications that you possess relevant to the job. The skills that you possess must be visible at first glance to the employer. Ensure that you are specific with achievements for example, I achieved employee of the month, I made cost savings of 10% when supplier contracts were up for renewal.
- If your hobbies look good then include them, e.g., I help out in a Charity Shop one day a week.
- If your hobbies look not so good then leave them out, e.g., I go to the cinema and read books. Do not lie or over-exaggerate as it is likely you will be found out.

### **Applying with a Curriculum Vitae**

A CV will include the following information:

- Name
- Address
- Telephone number
- Education details
- Experience details
- Special skills e.g., languages
- Reference details.

A CV must be no more than 2 pages of A4 in length.

Always ensure that your CV is checked, checked and re-checked and give it to someone else to read to ensure every single word and punctuation are accurate.

With compliments of



## **Applying with a Company Application Form**

Ensure ALL sections are completed and are completed accurately.

### **Interview**

- The interview is the most common method of selection, however, it is advisable to find out if other methods are to be used e.g., tests.
- Find out what the dress code is and try to match it or wear something conservative smart and clean. Remember to clean your nails and shoes.
- Prepare answers to general questions you think you may be asked. (See sample interview questions)
- Prepare questions that you wish to ask and remember to take them with you to the interview. (See sample interview questions).
- Practice an interview with a friend.
- Take with you proof of qualifications, national insurance number, birth certificate or proof of date of birth, reference details, driving license (if necessary for the job) and any other information requested by the employer.
- If you remain interested in the job after the interview, write to the interviewer to thank them for their time and to offer them to contact you if they require any further information.
- If you are unsuccessful, contact the person that interviewed you and ask for feedback. Use the feedback to improve your interviewing skills for next time.

### **Offer of Employment**

If you are successful with your job application you must evaluate the offer carefully. Consider the following:

- Will the company be a good place to work?
- Will the job be interesting?
- Where will I work?
- Are the hours of work right for me?
- Is the salary what I expect?
- Are the benefits good?

Ask for a copy of the terms and conditions of employment prior to accepting the offer to help in your decision making.

Ask for a job description if you have not already been provided with one.

If the offer of the job is right for you then accept it.

**GOOD LUCK in your new job.**

For further information contact us at [www.completepeoplemangement.co.uk](http://www.completepeoplemangement.co.uk)  
or on 0870 224 0919