

**GUIDANCE**

 **BOOKLET**

*This ‘Guidance Booklet’ has been split into 2 parts and has been designed to support you in the following;*

1. *The completion of your Application Form*
2. *The preparation for your Mock Interview*

***It is therefore important that you read and understand this document before commencing.***



***PART 1***

***COMPLETING YOUR APPLICATION FORM***

***This is a step-by-step guide of how to complete your application form.***

* Look at your application form and ensure that you read the **“NOTE”** section at the beginning of the form. This will tell you what you need to do. Failing to read this, could result in your application form **not** being completed correctly.
* **POSITION DETAILS:-** Please apply for the dream job of your choice. Remember, it must be realistic and something that you are passionate about, as you will have to research this job and be prepared to talk about it when you are interviewed.

{For example, if you are interested in going into a career with Sports, perhaps your chosen role will be a “Sports Coach” or a “Sports Therapist” etc…..}

* **PERSONAL DETAILS:-** Please ensure that you fully complete this section. Remember, if this was a real life job that you were applying for, the company would need to contact you. Therefore, clearly write your details.
* **EDUCATION:-** Please complete the name of your school and **ALL** of your GCSE subjects and predicted grades. If you are unsure, please ask your subject teachers.
* **OTHER COURSES:-** This is your opportunity to tell the interviewer about any other courses that you have completed in school or in your own time. Think about sports courses, DofE Awards, IT, First Aid, etc…..
* **HOBBIES AND INTERESTS:**- You don’t have to be in a specific club to have an interest. If you love reading or writing, this could be your interest. Remember, we all like to do something to take time out. Just be honest, it doesn’t have to be anything extravagant!!
* **WORK EXPERIENCE:**- Remember to include your work experience that you completed in Year 10 {if applicable}. Also, include any other part time, weekend or volunteering work you may have had. Should you require more room to write, please ensure that you attach another piece of paper to the application form and clearly label it.
* **PERSONAL STATEMENT:**- This is the part where you really sell yourself! The majority of the interviewers questions may be based around this one section. Consider the following;
	+ Why did you apply for your chosen role?
	+ What are your strengths?
	+ What are your key skills and knowledge?
	+ Do you have any relevant qualifications or are you working towards a particular qualification to get to where you want to be? {GCSE’s!}
	+ Do you have any previous experience? {Part time work / Volunteering??}
	+ What are your personal qualities {punctual/loyal/hardworking etc.?} If you struggle to sell yourself, think about how a close family member or friend would describe you or ask them.
	+ Why should they pick you for the job??

***REMEMBER TO SELL YOURSELF! IN REAL LIFE INTERVIEWS, THERE MAY BE MANY PEOPLE APPLYING FOR ONE ROLE AND YOU WANT TO MAKE SURE THAT THEY PICK YOU!!***

* **ADDITIONAL SKILLS:-** This is your chance to include any other skills you may have. It could be something like “good IT skills in Word and Excel” or “fluent in French” etc.
* **DECLARATION:-** Ensure that your form is double checked and then sign and date the form. If you miss just one part of your application form, it could mean that you do not get an interview for your desired role in a real life situation.

**RETURN YOUR APPLICATION FORM TO YOUR TEACHER BY XXXXXXXXXXX AT THE VERY LATEST.**



***PART 2***

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| **THE THREE P’s**Remember the 3 P’s! PREPARE PRACTISE PERFORM |

 ***PREPARING FOR YOUR MOCK INTERVIEW***

1. **PREPARE**
* Ensure that you re-read your ‘Application Form’ before the interview, so you know exactly what you put on it {a copy will be returned to you prior to your interview}
* Think of some example questions that you may be asked by the interviewer and write some example answers. Alternatively, get a friend or family member to do a practise run with you.

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| **\*\* TIP FOR ANSWERING QUESTIONS\*\*****For questions which need you to give an example, consider the** **STAR TECHNIQUE!** **S**ituation = What was the Situation you were in?**T**ask = What task were you completing?**A**ction= What action did you take and why? **R**esult = What was the outcome?  |

* Prepare your interview **outfit** for the day. You will be in full school uniform, so ensure that everything is prepared and ready to wear. Make sure that your shirt is tucked in and your blazer is on.

**Remember; The better prepared you are, the more confident you will feel!!**

1. **PRACTISE**
* Practise, practise, practise!!!!
* Keep going over questions until you know them inside out!
* If possible, get a friend or family member to give you a mock interview with your prepared questions.

**Remember - Practise makes perfect. The interviewer will be more impressed if it is evident that you have done your research and practised for the interview!**

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| **TIP FOR PREPARATION!** **It may help to do a list of your skills and personal qualities. If you memorise these, you can adapt them to answer many questions!**  |

1. **PERFORM**
* First impressions count! Ensure that you arrive 5 minutes before your interview time. {You will also feel less nervous as you will have time to read your application form before the interview and get settled.}
* Ensure that you are dressed in full uniform and have a smart appearance.
* Be aware of your **body language**:-
	+ Always be welcoming and give a firm handshake.
	+ Sit upright with your feet firmly on the ground. Try to avoid crossing your legs.
	+ Do not fold your arms as it looks defensive.
	+ Show your open hands when talking as it portrays honesty.
	+ Make good eye contact {but don’t stare the person out}
* Be aware of your **verbal language:-**
	+ Speak clearly and confidently, but do not be aggressive.
	+ Always remember your manners and be polite.
	+ Keep your answers to the point and do not waffle or go off on a tangent.
	+ Speak slowly and calmly.
	+ Always remain POSITIVE! Do not tell the interviewer any negative comments.

**FURTHER TIPS!!**

* Do not be afraid to ask the interviewer to repeat the question if needed or to explain what they mean.
* Be yourself! Do not exaggerate and do not try to be someone you are not!
* Tell the truth as lies will always catch you out.
* Remember “The Three P’s” and you will do brilliant!
* Prepare
* Practise
* Perform

 **GOOD LUCK!!!**

**THIS GUIDANCE BOOKLET CAN ALSO HELP YOU IN THE FUTURE WHEN YOU HAVE LEFT EDUCATION, THEREFORE PLEASE KEEP IT FOR FUTURE REFERENCE!**