

Apply Yourself (where to search for jobs and Apprenticeships and how to apply for them)

Guidelines for Use

Aim:

This booklet has been produced to:

- help young people make effective applications for jobs and Apprenticeships.
- enable young people exploit all the sources of vacancies – especially the ones that are never advertised.
- help young people create targeted and effective CVs and application forms.
- ensure young people make the most of the qualifications, skills and experiences they already have.
- demystify selection tests and help young people perform well in them.
- give young people the confidence to perform well in interviews.

Suggested uses:

The booklet could be used:

- in groupwork sessions with young people practicing applications for jobs and Apprenticeships. The booklet contains a number of checklists which the students could use to ensure all the key points are included.
- in 1:1 guidance sessions with individuals who are struggling with particular aspects of the job hunting process.
- during role play sessions to ensure students are performing well at interview.
- with groups of job hunters to provide mutual support and peer feedback.
- in sessions to support the Every Child Matters outcome 'Achieve Economic Wellbeing'.

The booklet is available as web pages and pdf download at www.connexionswest.org.uk