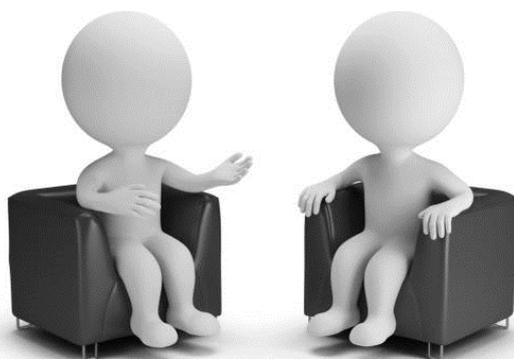




Year 11 Practice Interviews

23 – 24 February 2022



Application Form Planning Booklet

Take a look at what the application form looks like:



APPLICATION FORM			
Surname	First name (s)		Title
Marital status		Nationality	
EDUCATION HISTORY			
Dates	Name and address of Secondary school(s) and Colleges attended	Subjects and courses studied	Grade achieved/ Predicted Grades
September 2017 - Present	Formby High School 46 Freshfield Rd Formby Liverpool L37 3HW		
EMPLOYMENT HISTORY AND WORK EXPERIENCE			
Dates	Name and address of employer	Job title	Duties/responsibilities
REFERENCES			
<p>Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. One of these should be the Headteacher of your school, the other should either be:</p> <ul style="list-style-type: none"> • your supervisor from your work experience placement • your supervisor if you currently have a part-time job • another adult (not a relative) who knows you well. 			
Name	Mr. D Mackenzie		
Address	Formby High School, 46 Freshfield Rd, Formby, L37 3HW		
Occupation	<u>Headteacher</u>		
Name			
Address			
Occupation			



TEAMWORK

Provide an example of when you have worked as part of a team. What was the team? What was your role or contribution and overall, what was the team trying to achieve?

RESPONSIBILITIES

Please give details of any responsibilities you either currently have or have had in the last 18 months.

ACHIEVEMENTS

Please give details of any special achievements you may have.

ALL ABOUT YOU

Please indicate your interests or hobbies (include any voluntary work, clubs or sporting activities).

FUTURE PLANS

What are your career plans & future aspirations?

When you have completed your form, please spell check, print it out and sign the declaration below.

I declare that the information provided on this form is true and complete and understand that if it is discovered that any statements are false or misleading, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from employment.

Signed:

Date:

Now let's plan!

APPLICATION FORM		
Surname	First name (s)	Title
Marital status	Nationality	

This part is easy – use your full names and use the word ‘single’ in the marital status box.

In this section you must list all of the subjects you are/ have studied at GCSE. If you have already achieved a grade in a subject – e.g. RE, then put the grade in the box and then (achieved).

Subjects and courses studied	Grade achieved/ Predicted Grades
RE	5 (Achieved)
Mathematics	4 – 6 (Predicted)
Spanish	5 – 7 (Predicted)

If it is a subject you have not sat your exams for yet, then put down your target band and then (predicted).

EMPLOYMENT HISTORY AND WORK EXPERIENCE			
Dates	Name and address of employer	Job title	Duties/responsibilities
Jan 2020 - present	John's Newsagents Leafy Lane Formby L37 4RO	Newspaper delivery worker	Delivering papers to the local area. Turning up to the newsagents early in the morning and making sure I got the paper round done before school.
March 2020 – September 2020	No formal business address - neighbor	Dog Walker	During lockdown, I walked my neighbour's dog as they were unable to leave the house. I did this every day for 30 minutes. I was dependable and took good care of their dog.

In this section, include any work experience you have – it could be a part time job, if you have ever done work experience with family or friends, or even volunteering. If

you need more than one box as you have done a few things, simply add another row to the table. Try to be accurate with the dates and address, and give a short but specific account of the duties you have/ had. Try to put something here – it will not look good if it is blank.

WORK EXPERIENCE PLANNING NOTES:

The first reference has been filled in for you – Mr Mackenzie. The second reference can be someone you have worked or volunteer for, or it can just be your form tutor. They will not be contacted like they would for a real job interview.

REFERENCES	
Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. One of these should be the Headteacher of your school, the other should either be:	
<ul style="list-style-type: none"> • your supervisor from your work experience placement • your supervisor if you currently have a part-time job • <u>another adult (not a relative) who knows you well.</u> 	
Name	Mr. D Mackenzie
Address	Formby High School, 46 Freshfield Rd, Formby, L37 3HW
Occupation	<u>Headteacher</u>
Name	
Address	
Occupation	

SECOND REFERENCE PLANNING NOTES:

TEAMWORK

Provide an example of when you have worked as part of a team. What was the team? What was your role or contribution and overall, what was the team trying to achieve?

In this section, you can use teamwork in sports teams in and out of school. You can use DofE if you have done it, drama or dance performances, work experience examples or even just times you have worked as a team in class or on school trips.

TEAM WORK PLANNING NOTES

RESPONSIBILITIES

Please give details of any responsibilities you either currently have or have had in the last 18 months.

In this section you can include responsibilities you may have in your part time job/ volunteering role e.g. mentoring new colleagues. It may be responsibilities at home – looking after younger siblings, chores etc. It may be in school e.g. school parliament, leading a sports team etc.

RESPONSIBILITIES PLANNING NOTES

ACHIEVEMENTS

Please give details of any special achievements you may have.

This section can include achievements in school e.g. DofE, RE GCSE, sports qualifications and awards or competition results. It could also be outside of schools in teams and hobbies e.g. karate black belt etc.

ACHIEVEMENTS PLANNING NOTES

ALL ABOUT YOU

Please indicate your interests or hobbies (include any voluntary work, clubs or sporting activities).

This section can include your hobbies and what you like to do in your free time. It could also be things that interest you e.g. computer programming, reading etc.

ALL ABOUT YOU PLANNING NOTES

FUTURE PLANS

What are your career plans & future aspirations?
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This section can include jobs you would like to do in the future or what you would like to study in university or on an apprenticeship etc. If you don't know what job you would like in the future, then just include what your plans are for next year.

FUTURE PLANS PLANNING NOTES

When you have completed your form, please spell check, print it out and sign the declaration below.

I declare that the information provided on this form is true and complete and understand that if it is discovered that any statements are false or misleading, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from employment.

Signed:

Date:

Once printed, sign and date the document neatly by hand.

KEY HINTS AND TIPS

- **Make sure that you write a substantial paragraph in each box.**
- **Make sure you give examples e.g. don't just say captain of a football team – say what team, how long you've been the captain etc.**
- **Speak to your parents and tutors if you are struggling – sometimes it is hard to think of your good qualities – but other people may find it easier!**
- **Ensure your spelling and grammar is accurate – in real interviews grammatical errors could stop you getting an interview!**
- **Make sure you have a plan for each section so you can complete your application form in the RESPECT lesson.**
- **If you are having any major problems – message MrsS MacDunne on class chats or at careers@formbyhighschool.com.**