



## Completing your ABL Application Form

### Helpful Hints Mini Guide

This mini guide has been written to assist you in completing your application form and includes some helpful hints to avoid some common mistakes.

*If you need help completing your form due to a health condition, please refer to our “Need Help With Your Application” guide*

#### 1. Before you start

Gather together the information you will need to complete your application form

- Personal details (including contact details)
- Your qualifications (for example GCSE's, NVQ's, higher education certificates)
- Your work history including the time period you worked for each employer
- If it is the first time you are applying for a job – the details of your school / college / university

#### 2. Plan what you will need to add to the application form by

- Reading the instructions on the application form
- Reading the job description for the role you wish to apply for

#### 3. Filling in your personal details

- Be sure to check any email address or phone numbers that you put on your form are correct with no typing errors as these are the details we will use to contact you about your application

#### 4. Filling in the education and qualifications section

- Be sure to check if there are any qualifications that are listed under essential requirements in the job description. If there are; you will need to show here that you hold the qualification requested and the date that you got the qualification
- Sometimes under essential qualifications section of the job description it may say “xxx qualification or equivalent demonstratable experience”. If this is the case and you do not have the qualification but you think you have the relevant experience – make a note to yourself to remind you to include your explanation of your experience later in the form (under the supporting information section)
- Applications that do not evidence the essential qualification (or experience if listed as alternative) will not be shortlisted so make sure you double check this section

### **5. Filling in the Employment History section**

- Start this section with your most recent employer and then work backwards to the employer before that and repeat until your full employment history is included (so that it stays in date order with most recent first)
- If you have any breaks or gaps in your employment please tell us what you did during the “gap”. We may ask you about any gaps in employment at interview if you are shortlisted

### **6. Filling in the references section**

- If you are successful in being offered the job, after your offer we will request a minimum of 2 references for you
- When choosing the people you wish to be your references, always ask the person if they are happy to be contacted for a reference for you.
- Make sure if you have had a job before that you include your line manager from your most recent job as this is one of our requirements under “safer recruitment pre-employment checks”
- If it is the first time you are applying for a job you may use a school teacher / college mentor or university lecturer as your references instead of employers

### **7. Filling in the Supporting Information section**

- In this section you will have an open text box to include any information about you, your skills and experiences that you think show you are the right person for the job
- Be sure to check the essential criteria listed on the job description and if there are things that are essential but have not been answered in the qualification or employment history sections then be sure to include your experience here
- You can include information about any voluntary work you do
- You can include information about any local community groups you may be involved with
- You can include personal experiences here that you think have given you new skills that will be helpful in the job that you are applying for

### **8. Final Check and submit your form**

- Once you have filled in all the sections of the form; always re-read and check your answers to make sure you are happy and haven't missed anything important
- Follow the instructions on the form of how to send it back to us. If you are unsure contact us on 01204 584 069