Using this pack

This pack has been designed to be quick and easy to read. It should not take long to get some major benefits from it.

The process of getting a job can involve many stages of interaction with your potential employer. You need to make the best possible impression when presenting yourself and your knowledge, skills, and experience. This pack will help you to do that.

Making an application

Getting your application and CV right gives you the best chance of making it to the next stage of the recruitment process. Many employers, especially large organisations, design application forms to assess your suitability for a role, instead of asking for a CV, so you may find that in some cases all of your focus will be on the application.

What do they want to know?

- Why you are interested in the company
- Why you are attracted to the role
- What makes you suitable for the role

Employers want to see that you are keen to work for them specifically, so do some research into who they are, what they do, who their customers or clients are, and who their competitors might be. Use this information when you describe your interest in the company.

This pack will help you to…

- Recognise the full extent of your skills and experience (especially those you have gained during your time at Essex)
- Describe these in a way that is relevant to employers – and sell yourself in a way that does you justice
- Identify gaps in your employment profile for future planning
- Feel confident that you can create an excellent first impression with employers
- Appreciate that applications and CVs must be tailored – a bad application is a waste of your time and a waste of the employer's time
- Be proud of what you have achieved

The Essex Application pack contains the following…

1. **A sample job description – p.4**
   This outlines the 'duties of the post' and the 'person specification' for a fictional but realistic job on which the example application forms are based – it is exactly like the kind of job description you can expect to see – consider reading the application forms in relation to this document so you can see how they have been tailored.

2. **An application form checklist – p.5**
   This lists the really important things you need to check before, during, and after completing your application form.

3. **An example "competency-based application form" – p.6**
   This is an example of a generic question-focused application form which is designed to ascertain your competence. It includes explanatory text to draw your attention to some important things to consider.

4. **An example equal opportunities monitoring form – p.9**
   This is exactly the kind of form you will see that goes along with a competency-based application form.

5. **An example "statement-based application form" – p.10**
   This is an alternative example of a generic application form that centres around a personal statement.

6. **An example equal opportunities monitoring form – p.13**
   This is exactly the kind of form you will see that goes along with a statement-based application form.

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