

Application Process

Lesson plan

Aims

To allow young people to try filling in application forms and creating CVs through online guidance.

Mapping

| DYW: CES – ‘I Can’ Statements | CMS Competencies |
|---|--|
| <ul style="list-style-type: none"> ★ ‘I Can’ describe all aspects of typical recruitment and selection processes and how to best prepare for and manage these ★ ‘I Can’ draw appropriately on evidence from my skills profile to help me to complete application forms, create CVs and when practising interview techniques | <ul style="list-style-type: none"> ★ I am confident in responding to and managing change within my life and work roles ★ I know how to find and evaluate information and support to help my career development |

Learning Outcomes

Pupil Will:

- Learn about application processes through filling in an application form or creating a CV and cover letter

Development of Activity

Introduction

This activity will allow young people to build on their knowledge around the application process and put this into practice.

Continued on next page...

Instructions for the young person

You can use these instructions for your young people to explain the activity.

A work-around has been included for those who can't print the worksheet. You can give this option to young people at the time and in the way you think best.

Before you start

- ★ Print out the 'Application Form'/'CV template' worksheets or write on a piece of paper
- ★ Ask an adult if you can use a computer/tablet/smart phone to go onto www.myworldofwork.co.uk

Completing the Application

- ★ Fill out the application form/ CV worksheets (depending on which job you're applying to)
- ★ After you have completed the relevant worksheets, use My WoW to help you expand on your profile within 'CV Builder' or read our 'Guide to Application Forms' for more information.

Follow-up

Young person should now have a discussion with someone (parent, friend, teacher etc.) to read over the application form/CV and give any hints or tips to make it an even stronger application.