Job Applications

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What is the session about?

• What do you want to discuss?

• Effective applications

• Speculative applications

• Strategies
Other topics in the series

- How to choose a career
- CV writing
- Application forms
- Interviews
- LinkedIn Lab
- Identifying your skills for work
- Networking
- Careers using research
- Management Consulting
Application forms v CVs

• Employer and candidate perspective:
# Application forms v CVs

## For the candidate:

<table>
<thead>
<tr>
<th>Application form</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer is comparing like for like (fairer?)</td>
<td>You can decide what to include</td>
</tr>
<tr>
<td>Questions guide you, the applicant</td>
<td>You can present in the way you choose</td>
</tr>
<tr>
<td></td>
<td>It is quicker to adapt a CV than fill in a whole new application form each time</td>
</tr>
<tr>
<td></td>
<td>You don’t have to grapple with online systems which do not always work well</td>
</tr>
</tbody>
</table>

## For the employer:

<table>
<thead>
<tr>
<th>Application form</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easier to compare candidates</td>
<td>Can give you more impression of a candidate overall</td>
</tr>
<tr>
<td>Only the keen take the time to apply</td>
<td>You gather the information you want</td>
</tr>
</tbody>
</table>
Types of application form questions

- Motivational
- Competency/strength
- Industry-specific
- Biographical
- Supporting statement
Motivational

• Why do you want this job
  • “Why do you want to work for this organisation? (75 words). Describe the specific reasons for applying to this business line.”
Competency/strength

• Please provide an example of when you have used your communication skills to improve patient care. (Max 500 words)

• Please provide an example of when you have analysed a large amount of complex information in order to resolve an issue or inform a recommendation, to improve patient care. (Max. 250 words)

• Please provide an example or examples highlighting how you have demonstrated our values of Caring and Teamwork. This should include evidence of the following: (max 400 words) • Treating others with dignity and respect • Being thoughtful and listening to others • Actively supporting others • Recognising that you cannot achieve things alone • Being adaptable to the changing needs of others
Industry specific

• What is the brand that you admire the most in the world? Why? (Advertising)

• Describe a recent development that has impacted on this sector. What implications might this development have for our future strategy? (300 words)

• These kinds of questions are less likely to appear on an application for a public sector job, but questions like the second one could well come up at interview.
Biographical

• Previous experience
  • Can copy and paste a bit between applications
  • Still adjust to fit
  • “Detail previous work experience. For each position, describe your role and responsibilities telling us specifically about any areas of specific leadership experience (100 words)”

• Goals for the future

• Biographical questions are very similar to an overall supporting statement question, as on next slide.
Supporting statement

• Please outline the skills, experience and competencies you have gained through paid employment, other work activities and voluntary activities which are relevant to your application for this job

• Some tactics:
  • highlight key words in person spec
  • Also consider core competencies (p 7 of example)
  • Use headings from job description to structure paragraphs (usually remove headings once written)
  • Group together similar headings/key words to avoid repetition
  • Keep statement very focused on job description/person spec
Takeaway action:

Questions?
Dates of other sessions:

- CV writing: 7 Mar, 20 Mar (LG9)
- Careers using research (outside academia): 13 Mar (LG9)
- LinkedIn Lab: 21 Mar (LG2)
- Job Hunting: 1 Mar (LG8)
- Interviews: 15 Mar (LG8)

- NB dates may be subject to change – always check Moodle and careers e-newsletter
Future Events

• 8 Mar 2017 – Public Health Careers Forum, 5.30 pm
• 29 Mar 2017 – Alumni networking evening (tbc)
• 3 May 2017 – Careers Fair, 11-2 pm