

## **Guidelines for Use**

### **Apply Yourself**

**(where to search for jobs and courses and how to apply for them)**

#### **Aim:**

This booklet has been produced to:

- help young people make effective applications for jobs and courses.
- enable young people exploit all the sources of vacancies – especially the ones that are never advertised.
- help young people create targeted and effective CVs and application forms.
- ensure young people make the most of the qualifications, skills and experiences they already have.
- demystify selection tests and help young people perform well in them.
- give young people the confidence to perform well in interviews.

#### **Suggested uses:**

The booklet could be used:

- in groupwork sessions with young people practicing applications for jobs and courses. The booklet contains a number of checklists which the students could use to ensure all the key points are included.
- in 1:1 guidance sessions with individuals who are struggling with particular aspects of the job hunting process.
- during role play sessions to ensure students are performing well at interview
- with groups of job hunters to provide mutual support and peer feedback.
- in sessions to support the Every Child Matters outcome 'Achieve Economic Wellbeing'.

The booklet is available as hardcopy and can be downloaded from [www.connexionswest.org.uk/professionals/resources-and-publications/](http://www.connexionswest.org.uk/professionals/resources-and-publications/)