

Example Application Form Answers

This leaflet should be read in conjunction with the **Guide - CVs and Applications**
www.careers.dept.shef.ac.uk/flipbooks/applications/

The guide gives advice on how to write good CVs, covering letters, and application forms and provides a few examples. This leaflet provides a much wider range of examples which cover two main types of application form:-

Application forms that ask a series of questions - which relate to:-

- Your **skills/competencies**
- Your **motivations** for applying

The examples listed provide a weak answer and then a better answer to the same question. There are also comments which explain the relative strengths and weaknesses of each answer, to help you understand what makes a good answer.

Application forms that have a Personal Statement/Additional Information section

Many applications have a 'blank page' section entitled 'Personal Statement' or 'Additional Information'. It is the key section on the application form. In many ways it is similar to the Personal Statement you had to complete when you applied to University. We have provided a job specification and then written a good answer as an application for that job.

IMPORTANT: you should NOT simply copy the style of any of these answers – after all, they do not relate to your experiences. Instead, use the information to help you follow best practice when completing application forms.

You should also use the other resources on writing applications provided on our website
www.sheffield.ac.uk/careers/students/gettingajob

Skills questions with example answers

Some questions ask for examples of when you have used particular skills, or competencies that the employer believes to be necessary for the job concerned. The following 'Skills questions', typical of many questions posed in online and paper-based applications, highlight examples of good and bad practice.

1. Team working

Give an example, from outside of your studies, of when you have worked in a team. What was your role and what did you contribute to the team's performance? (200 words)

Answer A) I am on the Committee of the University Drama Society and last semester we had to organise a Community Event. We met to decide who was going to do what and I was given the task of getting enough money for the event. My Father is a member of the Chamber of commerce and he put me in touch with some of his friends and I managed to generate £200 sponsorship money. As a team we met together regularly to discuss progress. The event was a big success and the rest of the team appreciated me getting together this amount of money. (102 words)



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