

## Level 1 Unit WS1: Completing a Job Application form

### 1 Be able to complete a simple job application form

Explain the purpose and importance of job application forms to students

Provide examples of job application forms and discuss the different sections and information required

Emphasize the need for accuracy, completeness, and legibility when completing job application forms

#### 1.1 Collect the information needed for the application form, with help

Provide guidance on the information that needs to be collected for the job application form, such as personal details, educational background, work experience, etc.

Help students to gather the necessary information and organize it in a clear and concise manner

#### 1.2 Complete a simple job application form, with help

Provide guidance on how to complete each section of the job application form

Emphasize the importance of reading the instructions carefully and following them accurately

Assist students with any questions or difficulties they may have while completing the form

Review and check the completed form for accuracy and completeness before submission

**Source URL:** <https://theingots.org/community/lwwellu51x>