



Application forms

Filling in online and paper job applications

All ages | Jobs and apprenticeships

? Why employers use forms

Many big employers, such as supermarkets and fast food chains, use online application forms instead of CVs. Everyone answers the same questions.



Before you start

- Have your CV open, so you can copy details across
- Make a note of your school dates and qualifications
- Set up an email address you check regularly
- Write down your login and password somewhere safe
- Check your availability: which days and times you can work



Answering questions about you

Some questions ask about a time you did something, such as helping a customer. Use the **STAR** idea: the **S**ituation, the **T**ask, the **A**ction you took, and the **R**esult. Examples can come from school, home, clubs or volunteering.



Online tests

- Some forms include short tests, such as "what would you do?" questions
- Read each question carefully and answer honestly
- If you need extra time or a different format because of a disability, contact the employer and ask



Before you press send

- Check spellings and your contact details
- Ask a trusted adult to read it
- Keep a record of where you applied and when

Where next? [Interviews](#) · [Telling an employer about a disability](#) — www.tags.careers/guides.html