

# Guide to completing your Vacancy Application



This guide shows you how to fill in the **vacancy application**.  
The vacancy application is an online application form to apply for the following jobs:

- Jobs Growth Wales jobs
- Apprenticeships (For some apprenticeships you apply directly on the company's own site)

Give yourself time to complete the vacancy application. An employer can tell if an application has been rushed so take your time. It can make all the difference to help you into work.

**(You might like to print this guide out so you can follow it as you complete your vacancy application.)**



## Very important information

- ✓ **Save time** by completing **Your Profile** in detail first
- ✓ **What is saved in Your Profile will save into your Vacancy Application**
- ✓ What you input into Vacancy Application **WILL NOT SAVE** back to Your Profile

## Why should I complete 'Your Profile' first?

Your Profile is your chance to put down your skills and strengths, education, employment and work experience. You can then:

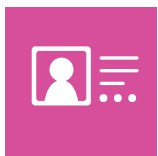
- Log in to Your Profile and access your job information to refer to when you apply for jobs on other sites
- Store all your job information, personal statement and qualifications in one place
- Use the information in Your Profile to put into your CV

### Top Tip

Fill out **ALL** your details on 'Your Profile' first and save this before you go to Vacancy Profile.

## Step by step guide to completing Vacancy Applications

### Step 1 - Log in or Sign up



#### Your Profile

On the Careers Wales homepage under Your Profile click on log in or [sign up](#).

- **New to the site**

[Sign up](#) with Careers Wales now (keep your user name and password safe)

- **Already registered?**

[Log in](#) and you will find that the information you put in the previous profile has saved

**Important:** Use the steps below to check your details, as if you don't, an error message may come up when you apply for the Jobs Growth Wales jobs or apprenticeships.

### Step 2 - Complete or edit Your Profile

You will see a box on the screen called: [Edit Your Profile](#). Click on the boxes to fill in, edit or to check your details are correct.

## We recommend:

For applying for jobs or apprenticeships we recommend that you complete the following sections with as much detail as you can:

- Personal Details
- Work Related Experience
- Personal Statement
- Qualifications
- Employment
- Languages

Fill in the Interests and Experiences sections instead if you haven't had Employment or Work Related Experience. These also show employers the skills you have gained.

- Interests
- Experiences
- Certificates and Awards



**Personal Details** include your name, address and contact details.

The sections that must be filled out are:

- First name, Surname, Date of birth
- User name, Employment Status
- E-mail address, Home telephone number, Mobile number
- Address, Postal code

All of the above should already be entered from when you registered with Careers Wales, so you may only need to check them.



### Entering your telephone number

- Both the Home phone number AND Mobile number fields have to be filled, so if you only have a mobile number, put the same number in both.
- If you only have a home telephone number put that number in both
- You must include a phone number, so if you don't have one, ask a relative if you can use them as a contact point for employers that may try and contact you after you submit an application.



## Qualifications

### 1. Click Add a place of study

**You must fill in all the boxes** – Name of school or college, start date and end date.



### Putting in start and end dates for qualifications

- If you can't remember the exact dates of your study, put in dates as close as possible
- If you have no idea of the dates you achieved the qualifications then click 'cancel to close this'. It will not save what you typed in
- Do NOT save if you cannot fill out all the boxes as it will show up as an error later and may not allow you to apply for the job

### 2. Click Add a qualification

**You must fill in the following boxes otherwise you will get an error message in Vacancy Profile:**

- Course name
- Qualification type (you should find this written on certificates or course work. Your teacher or tutor may be able to tell you. Looking through the drop down list you might recognise the qualification type.)
- Grade and whether the grade is confirmed or predicted
- Core subject (Click on the subject in the dropdown list that best matches the qualification. If you are not sure select 'other' from the dropdown menu)
- Start date
- End date or tick 'Still studying this course'

## 3. Click Save

### How to exit if you don't want to save

- Click cancel to close at the bottom of the box next to the 'Save' button



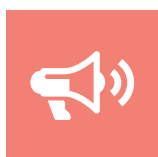
### Work related experience

Work Related Experience is any unpaid experience you have had with an employer. Your school may have sent you for a week to an employer. This is work experience. You may also have helped out in a relative or friend's company and this would count as work experience as well.



### Employment

Employment is any paid jobs you have had. Don't worry if you haven't had any employment yet just leave the employment section blank. Once you have worked you can come back and add new jobs.



### Personal Statement

A personal statement for a job or course application is usually a blank box asking you to write about your skills, strengths and experience in detail.

### Writing a Personal Statement

Make a note of the skills, strengths and experience the employer is asking for in the job description. Put in examples from your life that would show you have these qualities.

**Skills** are what you can do.

**Strengths** are the skills you are the best at.

**Experience** is what you have done that proves your skills and strengths.

You can use examples from your employment, school, college, education, work experience, hobbies and volunteering

Choose examples of when you used good communication, teamwork, organisation and problem-solving skills. Then add examples of when you proved you were reliable, flexible and showed the ability to learn new skills

View our [Guide to completing a Personal Statement](#) for more help.

[Contact us](#) if you would like more advice on filling out a personal statement.



### Languages

Languages ask if you speak Welsh, and if Welsh is your first language. You must answer these. If you speak other languages fluently there is a drop down option to list these.



## Interests

Interests ask about your hobbies. The key here is to include interests that show skills that an employer might be interested in. For example, do you enjoy working on your car or bike? Then you can explain what repairs you do on the car or bike. This shows off your practical and mechanical skills.



## Experiences and Achievements

Experiences ask about voluntary work or ways you help out in the community.



### Examples of experiences and achievements

- You might volunteer at your local charity shop. You can explain that you meet and greet customers and help customers to find items in the store. This shows you have customer service skills
- You may be helping out your elderly neighbour or a relative. You can type in that you help out with the shopping, cooking and cleaning. The skills you have from this might include that you are trustworthy as you handle other people's money. It also shows that you are a caring person. It might show you have other practical skills like cooking and maintaining high hygiene standards



## Certificates and Awards

Certificates and Awards can include anything you have received as a prize for an achievement.



### Examples of certificates and awards

- The COMPACT Award from school shows you have excellent attendance. This would interest employers as they like to know that people are reliable and have good attendance. You may also have achieved sports awards that could go into this section
- Certificates that could go in this section include Food Hygiene, Health and Safety, First Aid, Bronze Award in Life saving and CSCS Card

## Step 3 - Go to the [Vacancy page](#) to apply for jobs

You have completed the sections above, so now:

- Hover on the tab at the top that says Jobs and Training and you will see a drop down menu
- Click on the Blue box that has 'Search for Apprenticeships, Jobs Growth Wales, and Vacancies'
- Click on the [Searches](#) tab and enter search terms to find vacancies that suit you
- Click on the vacancy you would like to apply for
- Read the job description and if you want to apply click on the button that says 'Apply now' (This does not mean you have applied at this stage)

### Step 4 - Check your details

You now have the option to import [Your Profile](#) into your online application

- Tick the boxes of the sections you would like to import from [Your Profile](#)
- Click on the small triangles which are a drop down menu, and you can choose specific jobs and qualifications to import into your application
- Click 'Save and Continue'
- Check whether you are eligible to apply, and if you are, tick the relevant boxes and then click 'Save and Continue'
- The next sections (sections 3, 4 and 5), bring up your personal details to check. If they are correct click 'Save and Continue' until you get to Section 6 called 'Reasons for applying'



#### What to do if you see an error message

If an error message comes up it will say this - ! Missing or invalid information please check.

You have 2 options if this happens:

##### 1. Go back to [Your Profile](#) to make the changes

- Take a note of the sections that are listed as having errors. For example this might be listed as 'Employment' or 'Qualifications'
- Write these down or remember them
- If you want this information to be saved for other job applications click on the link to [Your Profile](#). You will find this link where you see the sentences near the top of the page: "Please remember information you fill in below will not save to Your Profile. If you'd rather this information to be used again in other job applications go to [Your Profile](#)."
- Click on the sections highlighted as error and make the changes required
- Once you have made the changes go back to the [vacancy page](#). The vacancy you were applying for will be listed in 'Vacancies I am interested in' on your vacancy personal page.

##### 2. Make the changes in the vacancy application

If you do this, the information WILL NOT SAVE. This means that next time you apply the same error message will come back and you will have to make the same changes. So, it is well worth making all the corrections at once in [Your Profile](#). These will save and you should no longer get an error message every time you apply.

### Step 5 - Answer employer questions

Check that your personal statement is correct. If you add to it in the vacancy application it WILL NOT SAVE into [Your Profile](#). If you want it to save go to [Your Profile](#) to change your personal statement and that will save.

You will be asked TWO more questions which you must answer:

- Relevant Skills
- Why I am interested in this vacancy

### Tips for answering employer questions

It is a good idea to write your answers first in Microsoft Word, save it, then copy and paste it into the Jobs Growth or Apprenticeship application.

Get help to fill out these sections with our '[How to complete applications](#)' pages.

### **Step 6 - Submit your application**

Read through your application carefully to make sure it is correct, has no spelling mistakes and that you haven't forgotten to add some information.

If you want to change anything then click on the pencil icon which will take you back to the section to make amendments. (Please note: If you make changes in the Vacancy Profile, it WILL NOT SAVE. If you want it to save you will need to go back to Your Profile)

If you are happy with the application then click on 'Send your application' and you will have applied. The employer will then contact you about the vacancy.

Make sure you log in regularly to check if the employer has contacted you. Employers will not always phone or e-mail you but often will contact you through the Careers Wales website.

**All the very best with your application!**