

Useful Websites

Learn My Way has free courses for you to learn digital skills such as using a computer, accessing internet, looking for jobs and staying safe online.

Website: www.learnmyway.com

***Top Tip:** Most public libraries offer free internet access for their members. Contact your local library to find out more.*

Newcastle Carers is your local carers centre if the person you support lives in Newcastle upon Tyne.

Website: www.newcastlecarers.org.uk

Email: info@newcastlecarers.org.uk

Phone: 0191 275 5060

North Tyneside Carers Centre is your local carers centre if the person you support lives in North Tyneside.

Website: www.northtynesidecarers.org.uk

Email: enquiries@ntcarers.co.uk

Phone: 0191 643 2298

Carers Northumberland is your local carers centre if the person you support lives in Northumberland.

Website: www.carersnorthumberland.org.uk

Email: info@carersnorthumberland.org.uk

Phone: 01670 320025

Nowadays many employers ask candidates to fill in an online application form instead of accepting a CV. This often requires the candidates to have access to internet, the ability to use a computer and have the time to fill in detailed forms.

As a carer, it is likely that you are already stretched with time. In this factsheet, you can find information on what to expect from an application form, how to prepare for filling in application forms and ideas on how to save time when completing many application forms.

WHAT INFORMATION DOES AN APPLICATION FORM GATHER?

Generally, an application form would gather similar information to what is on a CV. It is therefore helpful to have your CV on hand when filling in an online application form. An application form will likely ask for your personal details such as your full name, National Insurance number, address, contact details as well as education history and job history.

***Top Tip:** Use Copy and Paste options to move information from your CV to an online form.
More detailed guidance:
www.learnmyway.com/courses/creating-documents*

Often employers will allow you to register for an account before filling in the application form. It is always a good idea to register for an account if this is an option. This will allow you to come back and continue the application at a different time or save information and use it when applying for a different job with the same organisation in the future.

Usually, an application form would also include a section where you would be expected to describe your suitability for the role in more detail. This can be between 300 and 2000 words depending on the role you are applying for. In this section, you would be expected to follow the general guidance of a supporting statement to demonstrate how you would be the best candidate for the role.

***Top Tip:** We also have a Factsheet about writing a supporting statement.*

Useful Websites

Carers UK Learning for Living online course can help you to start thinking about your own plan in life.

Website: www.learning4living.org

National Careers Service has more information on how to fill in application forms.

Website:

www.nationalcareers.service.gov.uk/careers-advice/application-forms

NHS is a large employer who has detailed instructions on their website on how to complete their online application forms.

Website: www.jobs.nhs.uk/advice/info/Completing_an_application.pdf

Volunteering can help you to enhance your skills and get professional references. More info about volunteering:

Website: www.gov.uk/government/get-involved/take-part/volunteer

Top Tip: Contact your local Carers into Work Adviser for more information about volunteering opportunities in your area.

Volunteer's rights are different from an employee or worker. More information:

Website: www.gov.uk/volunteering/volunteers-rights

Depending on the role you are applying to, an application form can have sections where you are asked more detailed questions about your skill set in relation to the job you are applying for. These questions can be similar to what an employer would ask at an interview. See the Interview or Transferrable Skills leaflet for more information about answering job related questions.

An application form can also ask if you have any criminal convictions. You might need to tell your potential employer about a conviction or caution depending on the job you are applying to. More information at: www.gov.uk/tell-employer-or-college-about-criminal-record

REFERENCES

As part of the application form, you would also need to provide at least two references. It is useful to bear

in mind that you would likely need a reference from your most recent employer when you're applying for a new job.

Top Tip: Make sure you check with people first that they're happy to act as your referee.

If you have been a carer for a long time, you may not have any recent work experience. In this case, a reference could be asked from a previous employer, a teacher or a college tutor, or an organisation where you have done voluntary work.

Some people choose to access voluntary work to gain more skills, knowledge and to have a professional reference for when they are looking for employment. As

a carer, you need to be clear with the organisation about the time commitment you can make while taking into account, not only your caring role, but also your own wellbeing and the time you need to look after your own needs.

Top Tip: When accessing voluntary work, it is important to think about how it will benefit you and enhance your exciting skills.

Contact your local carers centre for support around employability skills or join one of our online sessions!