

Application Form Workshop



What: 1 day, practical Course to understand and practice completing Application Forms (hours 10am–4pm)

Where: The Eltham Centre (and other locations, as requested)

Who: Accessible and fully funded for any Greenwich resident, aged 19+

Why: To equip learners to effectively complete Application Forms

The Course will cover:

- Exploring why Application Forms are used in Recruitment
- Identifying the importance of knowing your skills and what you are offering to employers
- Understanding the significance of Job Specifications and Competencies
- Identifying your current skills, abilities, knowledge and experience, and evidencing these as Competencies
- Guidance on evidencing Competencies on Personal Statements, using STAR technique
- Reviewing previous Application Forms completed, and any changes that could be made to include more examples and evidence of Competencies
- Practicing responding to Job Specifications and creating Personal Statements
- Exploring opportunities to build up examples of Competencies over time
- Top Tips for Application Forms going forward

This course will be running monthly across the Borough. Please call GSS UK Ltd on 020 8665 4297 or Text / WhatsApp us on 07921 036 927 or email info@globalsolutionservices.co.uk for further information and to book yourself / a customer onto the next convenient course in Greenwich.