

Example Application Form Answers

This leaflet should be read in conjunction with the **Guide - CVs and Applications**
www.careers.dept.shef.ac.uk/flipbooks/applications/

The guide gives advice on how to write good CVs, covering letters, and application forms and provides a few examples. This leaflet provides a much wider range of examples which cover two main types of application form:-

Application forms that ask a series of questions - which relate to:-

- Your **skills/competencies**
- Your **motivations** for applying

The examples listed provide a weak answer and then a better answer to the same question. There are also comments which explain the relative strengths and weaknesses of each answer, to help you understand what makes a good answer.

Application forms that have a Personal Statement/Additional Information section

Many applications have a 'blank page' section entitled 'Personal Statement' or 'Additional Information'. It is the key section on the application form. In many ways it is similar to the Personal Statement you had to complete when you applied to University. We have provided a job specification and then written a good answer as an application for that job.

IMPORTANT: you should NOT simply copy the style of any of these answers – after all, they do not relate to your experiences. Instead, use the information to help you follow best practice when completing application forms.

You should also use the other resources on writing applications provided on our website
www.sheffield.ac.uk/careers/students/gettingajob

Skills questions with example answers

Some questions ask for examples of when you have used particular skills, or competencies that the employer believes to be necessary for the job concerned. The following 'Skills questions', typical of many questions posed in online and paper-based applications, highlight examples of good and bad practice.

1. Team working

Give an example, from outside of your studies, of when you have worked in a team. What was your role and what did you contribute to the team's performance? (200 words)

Answer A) I am on the Committee of the University Drama Society and last semester we had to organise a Community Event. We met to decide who was going to do what and I was given the task of getting enough money for the event. My Father is a member of the Chamber of commerce and he put me in touch with some of his friends and I managed to generate £200 sponsorship money. As a team we met together regularly to discuss progress. The event was a big success and the rest of the team appreciated me getting together this amount of money. (102 words)



Good Answers To Application Questions

**North Dakota. Supreme Court, Hiram
A. Libby, Robert Milligan
Carothers, Robert Dimon
Hoskins, Edgar Whittlesey Camp, John
McDowell Cochrane, Ames Francis
Wilbur, Joseph Coghlan, Edwin James
Taylor**

Good Answers To Application Questions:

CBAP / CCBA Certified Business Analysis Study Guide Susan Weese, Terri Wagner, 2017-01-04 The bestselling CBAP CCBA study guide updated for exam v3 0 The CBAP CCBA Certified Business Analysis Study Guide Second Edition offers 100% coverage of all exam objectives for the Certified Business Analysis Professional CBAP and Certification of Competency in Business Analysis CCBA exams offered by the International Institute of Business Analysis IIBA Detailed coverage encompasses all six knowledge areas defined by the Guide to Business Analysis Body of Knowledge BABOK Planning and Monitoring Elicitation Requirements Management and Communication Enterprise Analysis Requirements Analysis and Solution Assessment and Validation including expert guidance toward all underlying competencies Real world scenarios help you align your existing experience with the BABOK and topic summaries tips and tricks practice questions and objective mapping give you a solid framework for success on the exam You also gain access to the Sybex interactive learning environment featuring review questions electronic flashcards and four practice exams to help you gauge your understanding and be fully prepared exam day As more and more organizations seek to streamline production models the demand for qualified Business Analysts is growing This guide provides a personalized study program to help you take your place among those certified in essential business analysis skills Review the BABOK standards and best practices Master the core Business Analysis competencies Test your preparedness with focused review questions Access CBAP and CCBA practice exams study tools and more As the liaison between the customer and the technical team the Business Analyst is integral to ensuring that the solution satisfies the customer s needs The BABOK standards codify best practices for this essential role and the CBAP and CCBA certifications prove your ability to perform them effectively The CBAP CCBA Certified Business Analysis Study Guide Second Edition provides thorough preparation customizable to your needs to help you maximize your study time and ensure your success

More Best Answers to the 201 Most Frequently Asked Interview Questions Matthew J. DeLuca, Nanette F. DeLuca, 2001-04-22 Picking up where his bestseller over 55 000 sold 201 Most Frequently Asked Interview Questions left off Matthew DeLuca along with Nanette DeLuca take job seekers to the next level of job search effectiveness by arming them with more valuable lessons tips and rules for acing any interview Emphasizing the interpersonal aspects of the interview process they draw on their unique experiences as job placement professionals to provide powerful insights into what interviewers look for in a job seeker and how to give it to them Organized around question categories for quick reference and packed with real life success stories and the candid observations of job placement professionals this book tells readers what they need to know about How to stand out from the rest and get an interview Understanding the rationale behind different types of questions Fielding curve balls stress producers and illegal questions Mastering the virtual interview

Job Interview Derrick Foresight, 2020-08-08 This is a 2 book combo which has the following titles Book 1 Are you nervous about your job interview Do you have the feeling that you are not prepared to face

an invasive number of questions about your accomplishments and career choices Well have no fear my friend You are at the right address This book can guide you along Topics that will be discussed in this book include how to make a lasting first impression asking specific questions about your motivation how to dress what to bring how to react on the phone if applicable how to show your interviewer that you are listening and interacting etc Book 2 When it comes to job interviews it would surprise you how many people don t have a clue what to do They think if they just act like themselves nothing wrong with that all else will just happen That s not how it works The people who are most prepared usually stand the highest chance to make a good impression on the interviewer Aside from questions like tell me about yourself or how would you describe yourself they will look for competent employees who know how to sell their skillset with confidence They want to know about your weaknesses and if those weaknesses will create any problems in their company So how will you do in your next job interview Well it s up to you But the right information such as the details you can find in this guide can certainly help

American Digest ,1928 **Hiring Right** Susan J. Herman,1994 Managers who hire employees human resource directors who train line managers and supervisors to do the hiring and consultants will all benefit from this hands on manual The book takes readers through each step in the hiring process including job definition recruitment interviewing testing and checking references Each chapter briefly outlines key concepts and includes several exercises and worksheets that will serve as a complete hiring strategy that can be customized to any manager s specific hiring needs *The Atlantic Reporter* ,1917

The Insurance Journal ,1879 Atlantic Reporter ,1914 The Weekly Underwriter Alasco Delancey Brigham, Henry Rogers Hayden,1924 The Law Times Reports ,1921 **Insurance Register** ,1901 **The Northeastern Reporter** ,1916 *The Kentucky Law Reporter* John Cleland Wells, Edward Warren Hines, Frank L. Wells, Horace C. Brannin, William Cromwell, William Pope Duvall Bush, William Jefferson Chinn, Findlay Ferguson Bush, Walter G. Chapman, R. G. Higdon, Thomas Robert McBeath, 1908 The American Digest ,1892 Science and Art of Mining ,1930 **The Pacific Reporter** ,1929 **Reports of Cases Decided in the Supreme Court of the State of North Dakota** North Dakota. Supreme Court, Hiram A. Libby, Robert Milligan Carothers, Robert Dimon Hoskins, Edgar Whittlesey Camp, John McDowell Cochrane, Ames Francis Wilbur, Joseph Coghlan, Edwin James Taylor, 1924 *Oklahoma Reports* Oklahoma. Supreme Court, 1923 **The Northwestern Reporter** ,1920 *The Insurance Law Journal* ,1894

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