

Post-16 Application Forms

It is good practice for you to photocopy your application form and write out a rough copy first. Make sure you read the instructions carefully. If you are asked to use a black pen, use a black pen! A scruffy application form with errors and crossings out does not give a good impression of you. Double check all the details on the form are correct and check your spelling and grammar before you copy them out in neat, legible handwriting on the original application form.

It is a good idea to send a personal statement with your application form. It will strengthen your application.

Use ONE side of A4 paper 3 paragraphs Font: Arial Size 12

Please see below an outline of a personal statement which you may use for guidance.

Personal Statement

Your Full Name

1. **Your achievements in college**

What subjects you are taking, Peer Mentor? Prefect? School Teams? Have you helped out at events? Did you do work experience?

2. **Your achievements out of college**

Do you belong to any clubs? Do you help out in the community? Hobbies? Helping at home? Do you have a part-time job? Are you active in your church/mosque?

3. **Your special skills**

Are you good with ICT? Are you a good listener/team player/communicator/leader? Are you motivated and flexible? Can you use your initiative to solve problems?

There are plenty to choose from besides these examples!