

## Career Development Placement Application – A Step by Step Guide

Detailed below is the step by step guide to applying for your Career Development Placement. If at any time you require help or advice, please speak to Mrs Manley or Mrs Garnett in the school office.

You should tick each step as you complete it. You will then be able to keep up to date with the progress of your application.

### Step 1

Familiarise yourself with the Career Development Placement Application Form and read through the covering letter that was sent with it.

### Step 2

Decide what area of employment you would like to work in i.e. law, banking, construction, leisure, medicine, etc. and then decide which company/companies you want to apply for a placement with. The booklet we have shared with you will be a good starting point.

### Step 3

If you experience difficulty in finding your own placement and would like some help, please speak to Mrs Manley or Mrs Garnett in the school office as soon as possible. We can then give you some advice. You should then follow steps 4 to 6.

### Step 4

Make a phone call to the company to find out if they accept students for placements and if they have availability for the dates you need. This will save a lot of time waiting for them to reply to your letter.

### Step 5

Write to the company of your choice by sending a CV and covering letter. Have a look at the sample CV in the Career Development section on the school website to get an idea as to what your CV should look like and what information it should contain.

You must also send the 'Letter to Employer' and 'Placement Acceptance Form' from school with your application for a placement. These are included in your initial information pack

**Make a follow up phone call if you do not hear anything within 2 weeks.**

### Step 6

When the employer confirms that they are happy to take you on, complete your Career Development Placement Application Form in full and return to Mrs Manley or Mrs Garnett in the school office no later than **Monday 16<sup>th</sup> April**.

### Step 7

In **September 2018**, you **must** contact your employer to confirm final arrangements and to organise a mutually convenient date and time for a pre placement interview (if you have not already had one). This is very important as employers' situations can change over the months of arranging a placement. If the placement is likely to fall through it is better to find out sooner rather than later.

### Step 8

Enjoy your Career Development Placement!!!

If you mislay any of the paperwork included in your Career Development pack you can download and print copies from the Career Development Placement section on the school website.