

Dealing with job applications

For many jobs, a business will ask applicants to provide a **curriculum vitae (CV)**. This is a document (often on one or two sides of A4) that the applicant designs providing the details summarised below.

Personal details	Name, address, date of birth, nationality
Educational history	Including examination results, schools/universities attended, professional qualifications
Previous employment history	Names of employers, position held, main achievements, remuneration package, reasons for leaving
Suitability and reasons for applying for the job	A chance for applicants to 'sell themselves'
Names of referees	Often recent employer or people who know applicant well and are ideally independent

In some circumstances however an applicant may be asked to fill in a firm's own **application form**. This is different from a CV in that the employer designs it and sends it to applicants, but it will still ask for much of the same information. It has the benefit over a CV in that a business is able to tailor it to their exact needs and ask specific questions.

Once a business has received all the applications, they need to be analysed and the most appropriate form of selection decided upon. When analysing applications, a business will normally sieve the applications into three categories.

- ▶ Those to **reject** - Candidates may be rejected because they may not meet the standards set out in the job specification such as wrong qualifications or insufficient experience or they may not have completed the application form to a satisfactory standard.
- ▶ Those to place on a **short list**. Often comprises 3-10 of the best candidates who are asked to interview
- ▶ Those to place on a **long list** - A business will not normally reject all other candidates immediately but keep some on a long list in case those on the short list drop out or do not appear suitable during interview. The business would not want to incur costs putting them through the selection process, such as interviews, unless they have to.

Key Links for GCSE Business Studies

<http://www.tutor2u.net/>

[Discussion Board for GCSE Business Studies](#)

[Other GCSE Business Studies Revision Notes and Resources from tutor2u](#)

[Tutor2u GCSE Business Online Store](#)