**Employment- Applying for a Job**

# **Writing a CV**

Cv’s are valuable and important because they are your first and maybe only direct communication with a potential employer.

There is no right or wrong way to set out a CV, but there are some standard sections that they should contain.

* personal and contact information
* education and qualifications
* work history
* skills relevant to the job
* interests.

When you are describing your interests, highlight aspects that show off the skills and competencies that the employer is looking for. The sort of things that are good to include are:

* any examples of working in a team
* relevant voluntary work or work experience
* positions of responsibility
* any activity that shows off using initiative.

Keep your CV to a maximum of two sides of A4 paper. Employers receive a lot of CVs, so it is unlikely that they will read each one from start to finish. In fact, most will make a judgment about a CV after a few seconds, so keep it as short as possible.

## Application Forms

**Requesting an application form in an alternative format**

All employers are required under the Equality Act to make application forms accessible. This can be done by either making them available in an alternative format or by offering a reasonable adjustment to the recruitment process, for example allowing you to complete the form over the phone.

**Before completing the form**

* Make sure that you give yourself plenty of time to complete the form
* Read it through to ensure that you are clear about the kind of information that the employer requires
* Collect together all the information you can about the employer - brochures, website and local knowledge
* Read through the job description and person specification to identify what they are looking for in terms of skills, experience and qualifications

**Covering letters**

A covering letter should always be included when you are sending out a CV or an application form. It should generate interest and motivate the employer to want to know more about you.

### Professional Coaching

The benefits of a coach are wide ranging and can be both professional and personal – depending on what you want to get out of it.

Career coaches can help you identify your career goals, develop a strategy with action steps to reach those goals, and provide accountability to achieve what you want to achieve. They will also work with you to clarify your career goals and align them with all aspects of your life.

Your coach isn’t there to tell you what to do. Instead, your career coach will use proven listening and querying techniques to support you as you find your own answers to problems you are facing in your career, day-to-day life or resolving the challenges you might be facing working with a visual impairment.

From time-to-time your career coach might ask you if you’d like to work with them on a specific area, but the power of coaching comes from enabling you to find your own way.

#### **Resources**

National organisations that can offer help specifically for the Visually Impaired.

**The Thomas Pocklington Trust**

They have put together a series of resources to help you with your job search, CV, writing and interviewing. They also have an employment team on hand to help with any questions.

They can supply you with a career coach if appropriate.

Telephone: 020 8995 0880

Link to web page: [www.pocklington-trust.org.uk/pages/category/employment-resources](http://www.pocklington-trust.org.uk/pages/category/employment-resources)

Email: [employment@pocklington-trust.org.uk](mailto:employment@pocklington-trust.org.uk)

**RNIB**

They will give you help and guidance with writing your CV as well as some templates that can be downloaded.

Telephone: 0303 123 9999

Link to web page: <https://www.rnib.org.uk/information-everyday-living-work-and-employment-looking-work/writing-cv>

Emai: [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk)

**Scope**

They will give help and advice writing a CV for anyone with a disability including visual Impairment.

Telephone: 0808 800 3333

Link to web page: <https://www.scope.org.uk/advice-and-support/writing-cv/>

Email: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)

**Jobcentre Plus**

If you have a health condition or a disability that affects your ability to work, you can get assistance and advice on returning to the workplace by speaking to a Work Coach at your local Jobcentre Plus. Whether you have just lost your job or have been out of work for a long time, a Work Coach is trained to be able to help you to find work or to gain new skills for a job. They an help with work preparation, recruitment, interview coaching and even confidence building.

Telephone: 0800 0556688

Website: <https://www.gov.uk/find-a-job>