

A Guide to Online Application Forms

In this lesson we will Learn, how to fill out an Application Form Online and the various steps that are involved.

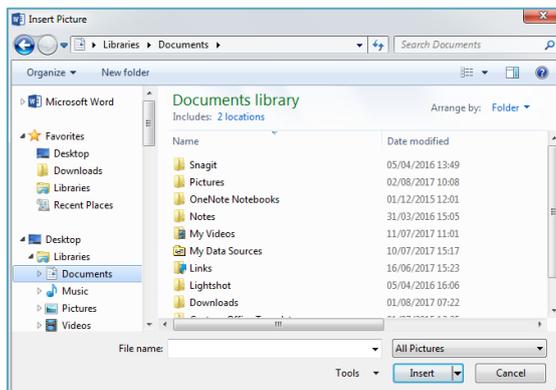
Basic Online Application Forms

1. **Basic Application Form:** Is a simple process of simply filling out the form entering your personal details, phone number, email address and you may have to upload your CV and maybe a cover letter.

Attach your cover letter here. Go to where your cover letter is located on PC

Attach your CV, (also known as 'resume'). Go to where your CV is located on PC

2. In both instances, the file system of your computer will appear. You simply need to know where your CV and cover letter are on your computer.



When your CV or cover letter is found select and then click the insert button.

3. Then click **Apply** to submit your application.

For more exercises on the file system, attachments and much more visit:

<http://cre8te.co.uk/digital-skills-academy/learning-materials-2/>

User Registration Application Forms

1. User Registration Application forms: you will have to create an account to apply. This is useful so you can come back and log in again at a later time.

You will receive an error message if you try to log in if you have not joined the website before.

✘ Your Username has not been recognised.

Forgot your password? Retrieve your password or create a new one. But once again you would have to be registered first.

Important First Time Users: Must register first before they are allowed to log in.
Click here

2. This may seem annoying but does have benefits; you may have to come back later to fill out your form because you don't have a vital piece of information and this way you don't lose what information you provided already. You resume where you left off.

Most websites will save your information and you can apply for multiple jobs when you create a User Account, without having to fill out an application form again. You only go through the process once.

Social Logins



3. You can use a third party log in to register and sign up to a website.

There are several 3rd Party log ins that allow you to do this like Facebook and LinkedIn but you must be registered first.

This can make it easier to register, for example LinkedIn can be the best to use more job specific and good for working professionals.

4. Once you have clicked on Register Now, a page will appear for you to enter your details and create a Username and Password.

Register with us to enjoy the full benefits of the site. Access to all your applications stored in your account pages, re-using of stored application information for all future applications (after you've completed your first one), and the ability to create custom job alerts for different job searches.

E-mail *

Please enter your email address. All email from the system, including job alerts, will be sent to this address. When you have completed the registration process, an activation email will be sent to this address.

Password *

Confirm password *

The password does not include enough variation to be secure.
 Password must contain at least one digit.
 Password must be at least 8 characters in length.
 Password must contain at least one lowercase character.
 Password must contain at least one uppercase character.

Password strength: Weak

Enter your email address here

Create a Password here: Note you must confirm your password - repeat the password again. This is so that they are an exact match and there is less chance of human error this way.

Password Criteria: You password must have at least one number, 8 characters long

One lowercase = One small letter

One Uppercase = One capital letter

- When creating a password, black dots will appear instead of text. This is for security, in case someone is looking over your shoulder and could see the password you are creating.

The image shows a teal-colored form with two input fields. The top field is labeled 'Password *' and the bottom field is labeled 'Confirm password *'. Both fields contain a series of black dots, representing a masked password.

- Let's look at creating a password in more detail:

The password does not include enough variation to be secure.
 Password must contain at least one digit.
 Password must be at least 8 characters in length.
 Password must contain at least one lowercase character.
 Password must contain at least one uppercase character.

First and most important is to make your password 8 characters long. Then to have at least one capital and one number.

- Example of a good password is:

Edinz824

Password is 8 characters long.
 Matches the criteria must be at least 8 characters in length.

Contains one uppercase letter or capital letter E
 Matches criteria at least one uppercase letter.

Contains lower case letters small letters dinz
 Matches criteria at least one lower case letter.

Contains numbers 824
 Matches criteria - must contain at least one digit.

Note some passwords on some occasions may want you to add a special character:

! " # \$ % & ' () * + , -
 . :
 ; < = > ? @ £



To add in a special key you must hold down the shift key this will shift to the top symbol.

Warning: When creating a password do not use the password that is associated with your email account (the password you use to log into your emails).

Because you use your email address to register, you will be handing out information on how to access your emails by providing your email and then your password. Any unscrupulous person could then access your account.

This goes for any website when registering.

Exercise

- Password must contain at least one uppercase letter.
- Password must contain at least one lower case letter.
- Password must contain at least one digit.
- Password must be at least 10 characters long.
- Password must contain at least one special character.

8. Which passwords match the criteria?:

Slush12puppy

Macro2013\$

Bobby£4752

Vindaloo2

Oval%244

minny12mouse

Snoopy\$100

madras£123

9. When registering you will be asked to enter your name.

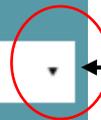
Forename *	<input type="text"/>
Surname *	<input type="text"/>

10. Some registration forms you will be asked to provide security questions. If you ever forget your password you can retrieve or create a new password by answering a security question.

Security Question *

Please select a question

Security Answer *



Menu Dropdown Security Question: Click on the upside down triangle, a drop down menu will appear

Select a question from the list one that you will remember.



Insert the answer to your question:
Example:
Security Question: What is your father's middle name?
Security Answer: William
Note: You may have more than one security question.

Please select a question

- Who was your childhood hero?
- What is your father's middle name?
- What is your favourite pastime?
- What is your all-time favourite sports team?
- What make was your first car or bike?
- Where did you first meet your spouse?
- What was the name of your first school?
- What was your high school mascot?
- What is your mother's maiden name?
- What is your pet's name?



11. Once you have filled everything you should come to a Register Button at the bottom of the page. Click the button to register “Be patient can take a several seconds to process”



12. If nothing happens double check your registration form

Troubleshooting:

1. Most good registration forms will highlight in red something that is not right or left blank. Any part of the form with a star beside the box, must be filled in or you won't be allowed to continue.
2. You may have to clear any browser data. You usually find the setting up the top right of your web browser, in this example will use Google Chrome.

1. Other browsers can be a symbol of a gear  cog

Google Chrome left click to access settings



- Drop down menu will appear click settings.
- Click settings again top left of the screen.
- Click Advanced.
- Click Privacy and Security.
- Clear browsing data.
- Tick all the boxes
- Click Clear Browsing Data.

2. If there is still a problem, some forms can be badly designed and out of date and work better with another browser. Right click copy the address from the address bar.

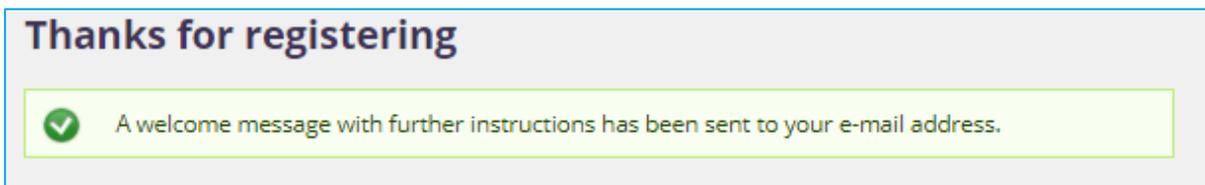


3. Open up another web browser. Right click in the address bar and paste but you will have to start all over again.



Note: On some rare occasions the website may be experiencing technical problems, either contact the job application site, telling them you can't register or wait another 24 hours, they may be aware of the problem.

- Once registered you may have to activate your account. The website you are registering for will send you an email.



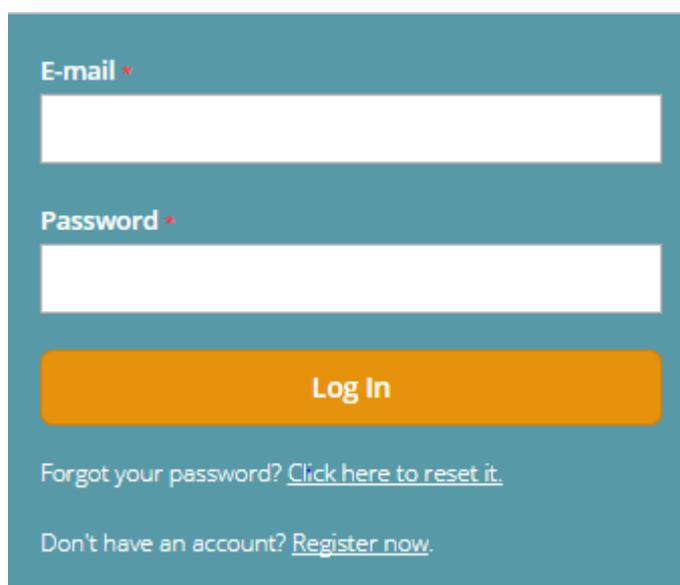
- Open up a web browser and navigate and log into your emails. My example is from noreply@myjobscotland.gov.uk. Click on the email and follow the instructions.



- In the email you receive you will have a link, to verify your email address.



- Your will be brought back to the original log in page. Then your account is activated and you can proceed to login. Enter your Email and Password.



- With this website I have to do a search to find the original job that I was applying for. This seems to be the case for most websites.

Tip: Click on the original link you first started the application from eg Indeed or Universal Jobmatch. Most of the time, this takes you to the job you looked at and then you can start the application process.

Application Form

The process you have been through so far is just to register. You will now proceed with the application form itself. There may be many pages to fill out. Here is an example of applying for a job with Edinburgh University.

Section	Completed
Personal Details	✔
Qualifications	Required
Relevant Training	Optional
Employment History	Required
Membership of Professional Bodies	Optional
Reference Details	Required
Additional Questions	Required
Equal Opportunities Monitoring	Required
Upload Documents (e.g. CV)	Optional
Supporting Statement	Required
Rehabilitation of Offenders	Required

Save for Later
Print Friendly Summary

Work through each section step by step, in a methodical fashion. Take your time and be patient.

Each section that has a tick mark, indicates that the section has been completed correctly.

Tip: Be prepared have your details at hand.

- Employment History
- References
- Certificates etc

Note:

Required: You must fill this in. You will not be able to submit your application form

Optional: You do not have to fill in, but more information can be best for you to land the job.

Save for Later:

You can save for later as application forms like these can take time to fill in. You may not have a vital piece of information and not be able to complete your application.

To resume again: Take note of the website, navigate back to the log in page, then log in with the username and password you used to register.

Uploading a CV from the Cloud

You can store your documents and media in the Cloud. Essentially storing your files on the Internet. Google Drive, OneDrive, Dropbox are examples of the Cloud.



You are storing your documents to a website on the internet. These areas can be called Data Centres with computers that are called servers to hold files.



Since you can't actually physically touch a file and a lot of file transfers are done through a wireless network, hence the terminology being used 'The Cloud.'

You may have to upload a CV, even though you are filling out an application form.



Google Drive: If you have a Gmail Email Address you can save your CV to GDrive. Then you can upload your CV from GDrive.

Onedrive: Same process as above- its a Microsoft Version of Gdrive. If you have a Microsoft Email you can save files to One Drive.

Dropbox: You can download Dropbox and install on your computer. The files you move into Dropbox are then stored on their website. As well as being able to easily access your files from your desktop.

Tip: Cloud storage is useful if your computer was to malfunction. You can access any files you previously saved to the cloud, through any computer. Works well with mobile devices.

There is usually the option to attach a CV from a device. You will have to have a copy of your CV on the device you are using.

Tip: Not all jobsites will allow you to attach your CV by using online storage the Cloud. If you don't have your own computer the best way round this is to use a memory stick.



Recommend: the best way to be prepared to job search well and if you don't have a computer at home, is to use a memory stick.

Useful additional reading and exercise

Go to [Cre8te.co.uk](http://cre8te.co.uk) > Digital Skills Academy > Learning materials

Or open or type in to a web browser the specific link to individual exercises below

1. To learn files and folders and how to use a memory stick

<http://cre8te.co.uk/wp-content/uploads/2014/07/Files-And-Folders-Updated-June-2015.pdf>

2. How to use One drive Microsoft version of the cloud.

<http://cre8te.co.uk/wp-content/uploads/2016/10/Using-Microsoft-OneDrive.pdf>

National Insurance and Personal Documents

1. You may be asked to provide your National Insurance Number. First thing to do is to check the name of the company you are applying for and check their reputation to make sure they are real and this is their genuine website.

Example Tesco= <https://www.tesco-careers.com/>

Next make sure the website is secure.

Hyper Text Transfer Protocol Secure (HTTPS): HTTP on its own is not secure. Internet traffic is not encrypted

<https://www.tesco-careers.com/>

S = Secure

2. On rare occasions you may be asked to provide documents like passport or drivers licence. Only way you can do this is by using a scanner. Scans and takes an image of your documents and then save as a file on your PC. Then you upload just like you would a CV.



- Once again make sure is a genuine website.
- You see https, S = Secure.
- Careful not to leave your personal details on public computers.
- Reputable shops can do this for you and save your files on to a memory stick.

Application Questions.

1. Types of Questions

- Why do you want to work here?
- Why do you want to work for us?
- Why do you want this job?
- What interests you about this job?
- Why do you want this job position?

- Why do you want to work for our company?
- Why this company?

These can be difficult to answer so it is best to be prepared beforehand and not be surprised and put off when this situation arises. You can seek advice to get a standard answer then adapt it for the exact job, much as you would do with your cover letter.

2. Why have you applied for this job?

The employer is wanting to make sure you know what the job involves, how you match it and what has prompted the move. Remember to be positive, reassuring and persuasive.

“I’ve applied as it is an excellent match for my skills etc. It would be a fresh challenge and a chance to try something new.”

“I already have the skills you need (mention their top 2 or 3 requirements). I have experience of (E.g. some of the issues the company is facing), and I have the right personality to fit in.”

“It is exactly the sort of role I am targeting. I am confident I will be able to make a major contribution and would become a valuable member of your team.”

Here is where you get to speak keenly about the job you are applying for. You need to mention particular things about the job that motivates you. Let them know that you have investigated the job & company thoroughly and then clearly explain what it is that excites you most.

Tip: Pick an aspect of the role that is essential and show your outstanding skill in being able to deliver the task in an exceptional way.

3. Why do you want to work for us?

Logic behind the question: The interviewer is trying to work out what you want from the job and your motivation in applying.

The secret here is to be very positive about the new job and refer to the fact that this is exactly the right opportunity for your experience, skills and future career aims.

For example: *‘I have been looking for a job in a successful organisation and this job seems to be exactly what I am looking for. It matches the skills, experience and knowledge I have and I know I could fit in and make a contribution to the team. It seems ideal’.*

“I’ve been in this store [restaurant, or whatever is appropriate] many [several?] times, and I’ve always been impressed with it - the high quality products you offer, the great environment, and the excellent support your staff provides to customers. This is a place where I know I could be happy working, and I know that I can make a contribution.”

“I want this retail job at your store because I know I would be terrific at it. I love engaging with people and providing them with assistance. I also have two years of experience working cash registers at other stores. I am a regular customer of this store, so I would love to apply my skills to a store I believe in and support.”

Application Tests

Some application forms you may have to do a test, sometimes more than one, make sure you have plenty of time for the tests to be completed. These can be multiple choice questions and may take up to half an hour to complete.