

**Unit Title:** Applying For A Job  
**Unit Level:** Level 2  
**Unit Credit Value:** 2  
**GLH:** 16  
**LASER Unit Code:** WJF240  
**Ofqual Unit Code:** M/505/1481

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to apply for jobs.	1.1	Describe different methods of applying for jobs.
		1.2	Describe the different sorts of information commonly presented in job applications.
2.	Be able to prepare a job application.	2.1	Collate information appropriate for a specific job application.
		2.2	Complete a job application which a) includes all the information requested b) can be clearly understood by an employer c) is accurately written in terms of spelling, punctuation and grammar d) is consistent with any instructions provided (e.g. use of block capitals or black pen) e) creates a positive impression of the applicant.

<b>Assessment Guidance:</b>
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Portfolio of Evidence
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<b>Additional Information:</b>
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