

PERSONAL INFORMATION

Getting to know yourself is the first step on the road to your future. If you don't know anything about yourself how can you expect to convince a University or an employer to accept you? You also need to have to hand all the relevant information and personal details by which they will deem your suitability for the post you are applying for.

With this in mind, begin by filling in all the sections on this form headed in grey. Add in extra lines to the tables where necessary and make sure that your form is well presented. Those sections headed in blue at the end of the form will be completed during activities throughout the Futures Day, but feel free to make a start if you wish.

PERSON DETAILS

Surname:	
Forename:	
Preferred Name:	
Date of Birth:	
Place of Birth	
Nationality:	
NI Number	
Do you have a UK Passport?	Y/N
Do you hold a UK Driver's License?	Y/N

Insert a passport size photograph of yourself here.

QUALIFICATIONS GAINED

Subject	Qualification	Awarding body	Details of course (i.e. units taken)	Grade	Date attained

QUALIFICATIONS PENDING

Subject	Qualification	Awarding Body	Details of course (i.e. units taken)	Grade	Date of results

ADDITIONAL QUALIFICATIONS AND COURSES

Name	Qualification	Awarding body	Details of course	Outcome	Date of attainment

CAREER POSSIBILITIES

Words that describe me	
What I am good at?	
Things I have done that are interesting	
What do I need to improve?	
What one thing can I change?	

ACADEMIC PROFILE

Enter your current subjects in order of strength. Starting with your strongest subject. Then add some details about each course, focus on the strength in each one and weakness. Then come up with a target for each one.

Subject	Your strength in this subject. (i.e. As this is my favorite I find no hardship in going to great lengths to get my work just right)	Your weakness in this subject. (i.e. I really enjoy this subject and therefore tend to spend too much time on it and this leads to poor time management)	Target. (i.e. Complete all BTEC units by deadlines to give me time to focus on my weaker subjects).

HOBBIES AND INTERESTS:

Employers and Universities also want to know about your life outside of study so you need to explain what makes you unique, interesting and an individual that they will want to get to know. I like to play games / read / football / dance is not sufficient!!!! This requires you to write a short paragraph.

UNIVERSITY COURSE / APPRENTICESHIP

Now think about what you actually want to do after you leave the UTC. Answer the following questions.

I am looking forward to:

I am nervous about:

I have the following skills:

Skills I want to improve or learn include:

My career expectations are:

I am looking forward to:

When I have a job I am not looking forward to:

*This last question is important and will determine what you will do for the rest of today. The two routes are similar but if you are unsure choose the University route. We can catch up on Apprenticeships later on in another session. If you know that Apprenticeships is the only route for you then choose that option. Once you have completed this form save it to your **Personal Details** page on the **Futures and Destinations One Note**.*

My preferred route is:

This next section will be completed during the Futures day on 1st July. However, if you wish to make a start please do so.

PERSONAL STATEMENT

Now you need to draw together all of the information you have considered above and write a generic personal statement that you could adapt for any application. There are different requirements for university, apprenticeships and employment options but having a generic statement as a base to work from will help you apply for any post and is an excellent starting point. Work your way through the sections below which will then come together to form your statement. If you have filled in the grey sections of this form above to the best of your ability, with all of the required information and details you should have all the information you need to construct a really good personal statement.

<p>WRITING ABOUT THE COURSE / APPRENTICESHIP /JOB OPPORTUNITY.</p> <p>Why are you applying for your chosen course(s) / Apprenticeship?</p> <p>In answering this question you should consider the following:</p> <ul style="list-style-type: none"> • Why does this subject interest you? Include evidence that you understand what's required to study the course, e.g. if applying for an Engineering course, show that you know how scientific the subject is. • If you are applying for an IT apprenticeship you need to show that it is right for you and your future career. 	
<p>Why do you think you're suitable for the course(s)? Do you have any particular skills and experience that will help you to succeed on the course(s)?</p>	
<p>Do your current or previous studies relate to the course(s) that you have chosen? If so, how?</p>	
<p>Have you taken part in any other activities that demonstrate your interest in the course(s)?</p>	
<p>SKILLS AND ACHIEVEMENTS</p> <p>Universities like to know the skills you have that will help you on the course, or generally with life at university, such as any accredited or non-accredited achievements. Write these down here. Examples can be found at. Employers also</p>	

want to know what makes you a suitable candidate, which makes you stand out from the crowd.	
Also think about any other achievements you're proud of, positions of responsibility that you hold or have held both in and out of school, and attributes that make you interesting, special or unique.	
HOBBIES AND INTERESTS	
Think about how your hobbies, interests and social activities demonstrate your personality, skills and abilities. Try to link them to the skills and experience required for your course(s) /apprenticeship	
WORK EXPERIENCE	
Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s). Try to link any experience to skills or qualities related to the course.	
FUTURE PLANS	
If you know what you'd like to achieve after completing the course, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future?	

DOS WHEN WRITING YOUR PERSONAL STATEMENT

- Do use your best English and don't let spelling and grammatical errors spoil your statement.
- Do show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement.
- Do be enthusiastic – if you show your interest in the course, it may help you get a place.
- Do expect to produce several drafts of your personal statement before being totally happy with it.
- Do ask people you trust for their feedback.

DON'TS WHEN WRITING YOUR PERSONAL STATEMENT

- Don't exaggerate – if you do you may get caught out at interview when asked to elaborate on an interesting achievement.
- Don't rely on a spellchecker as it will not pick up everything – proofread as many times as possible.
- Don't leave it to the last minute – your statement will seem rushed and important information could be left out.