

1. Make sure you are applying for a work experience placement that interests you.
2. Complete all sections of the application form. If a field is not applicable (for example, if you are home educated you will not have a school or college address) please enter N/A. This will also help you to spot any sections that you have not completed before you submit the form.
3. Make sure you attach your *Forecasting the Future* workbook and any additional work that you uploaded to the Springpod portal while completing your virtual work experience.
4. When completing your personal statement, use the **CARL** approach with examples to illustrate what you are saying – giving the **Context** around what you did, details of the **Action** you took, the **Results** gained and the **Learning** you gained from it. This helps us to understand what you have done, why you have done it and what you have achieved and learned. For example, instead of writing ‘I really like music’ it would be better to write ‘I really enjoy music, but don’t play an instrument (*this is the context*). So, last year, I offered to support the music department as an assistant, helping the school prepare for events (*this is the action you took*). The Head of Music was happy for me to do this and I now regularly help set up and clear away chairs, instruments and props for performances (*this is the result of your action*) and I have learned how to do this in the most efficient way as part of a team, while also taking the necessary care of different instruments (*this is what you have learned*)’.

Remember, the person reviewing your application doesn’t know you or what you are good at. So, you need to give us plenty of detail about your skills, interests and reasons for wanting to undertake the in-person placement, as well as your careers aspirations. Make it clear why the work experience opportunity you have chosen to apply for is of interest to you.

5. When completing the section on Met Office values, you can use the answers from your workbook as a starting point but remember to give detail and use the CARL approach (described above) where you can.
6. Take time to think of some good examples for your personal statement and values section. Don’t rush and put down the first things you can think of. Choose your best examples. You could talk this through with a friend, teacher, careers leader or parent/carer, as they may be able to jog your memory on things that you have done.
7. If a word limit is given, make sure you stick to it. Otherwise, the application system may delete a section at the end, and we will not get to read everything that you wrote.
8. We are a Disability Confident employer, and we offer applicants the opportunity to share with us whether they would need any adjustments or arrangements to support with a disability or health condition while on an in-person work experience placement. So please provide this information if needed.
9. Read through your application to check it before submitting, making sure you have answered all of the question fields, checked for typos, spelling errors and acronyms.
10. Read through your application to check it again. Remember, once you submit your application, you will no longer be able to make amendments.
11. Save all of your answers in a separate word document. This will help you if you wish to make any future applications, rather than you having to start from scratch each time.

Good luck!