



**OLDFIELD  
SCHOOL**

# **Mock Interviews**

**Student Guidance Notes**

**Job Applications**

**Job Descriptions**

**Job Application Forms**

**OLDFIELD SCHOOL**  
**MOCK INTERVIEWS**  
**STUDENT GUIDANCE NOTES**

In preparing for your Mock Interview you should read through the list of Job advertisements and associated Job Descriptions. Then select the Job which you wish to apply for.

If you cannot find one which interests you, find a Job Description on the following Web Site

**National Careers Service** <https://nationalcareers.service.gov.uk/>

If using the web site, Provide a copy of the **Job Description** with the following:

**COMPILE YOUR CV** (refer to the notes given to you in the CV Writing Workshop)

**APPLY FOR THE JOB** (using the Job Application Form provided)

**WRITE A COVERING LETTER** of application addressed to Mr G.Nash, Oldfield School, Kelston Road, Bath BA1 9AB

To be successful:

Your CV, Application Form and Covering Letter **MUST** be of **HIGH QUALITY** with **NO** spelling mistakes

Aim for a Job which is of interest and is challenging with good prospects for career progression.

Be prepared to discuss your selected Job with the interviewer which means that you need to **RESEARCH THE JOB BEFORE THE INTERVIEW**

Most people are nervous before an interview. Try to relax as the interviewers are there to help you improve your interview skills.

Be enthusiastic about the Job, maintain eye contact with the interviewer, listen to the questions and respond clearly. Ask if you do not understand.