

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Job Applications
Unit Reference Number:	T/615/6968
Level:	Entry 3
Credit Value:	1
Minimum GLH:	10

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to complete a job application form	1.1 Outline why it is important to understand the requirements of a job application form before filling it in
	1.2 State why it important to give accurate information on a job application form
	1.3 For a given or chosen job specification, fill in application form required paying attention to: a) Following instructions of application form b) Answering all questions fully c) Spelling accuracy d) Signing any declarations clearly