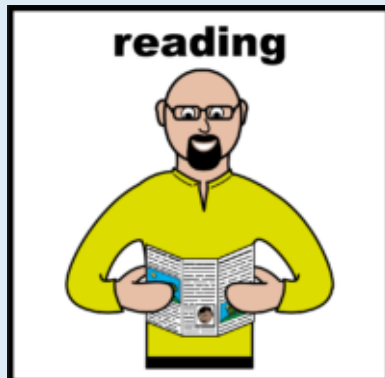


Guide to Creating a Video CV / Application Form



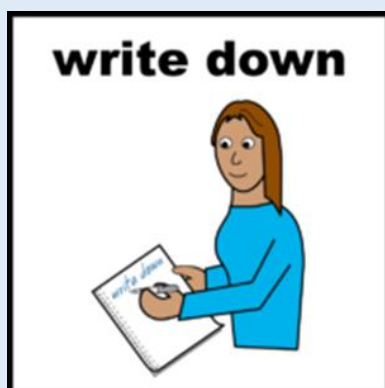
Read carefully through the **job description**. This tells you what the job is about.

Make sure it is a job that you want to apply for. Check the skills and qualities that you will need to apply for the job. If you're not sure, speak to **someone you trust**.



Check that the employer accepts video CVs.

Check that they have an email address that you can send your application to.



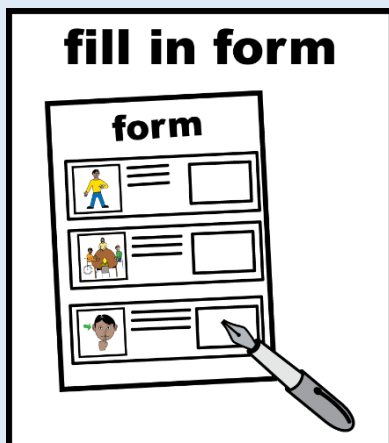
Be organised and prepare what you are going to say. You can use **reminders** or **notes** to help you.

Don't feel you have to do it all in one go.

[Type here]



Break it into sections like **experience**, **skills**, and **what you are like as a person**. A friend or family member, support worker or job coach can help you.



You can use the **template** at the end to help you too.

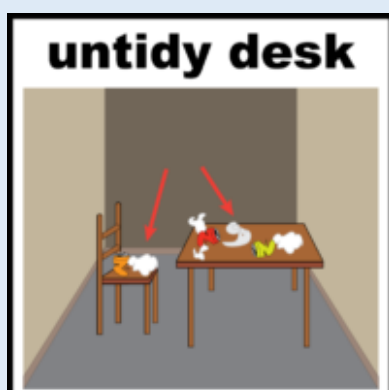
Make sure you say why you want the job and why you would be good at it.

Think about the best **examples** to use.



Make sure that you look and feel your best.

You might want to find some smart clothes to wear and make sure you are happy with how you look.



Think about where you are filming.

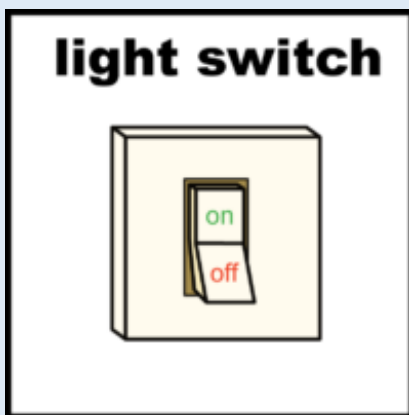
Make sure that it looks **tidy** and **appropriate**.

[Type here]



Check that it is **quiet** and **peaceful** where you are recording. Put your phone on silent!

You might want to let people know you are filming so that they don't disturb you.



Make sure the room is light enough (but not too light!) and that you can see yourself on the screen.



Record your CV!



One way is to do it on a computer.

You can start a **Zoom meeting** on your own and click **Record**.

It will save as an **MP4 file** when you end the meeting which you can send.

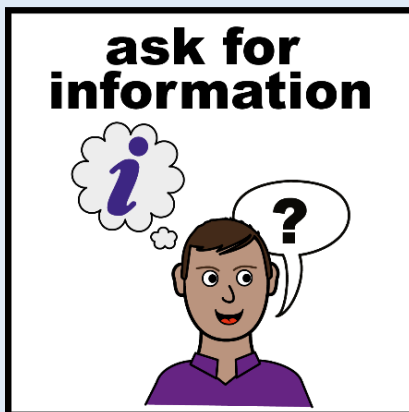
[Type here]



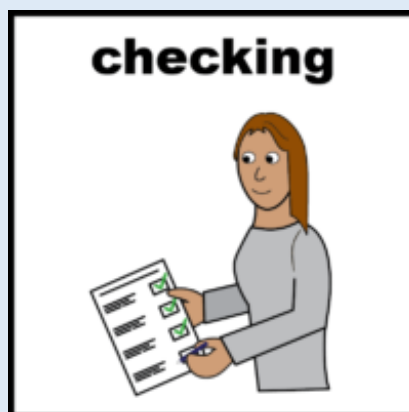
Another way is to do it on a phone or tablet like an iPad

Tap the **Camera** and then tap **Video**.

When you're done it will save to your phone and you will be able to **Share** it by email.



If you need help with this, a friend or family member, support worker or job coach can support you.



Watch your video back and check that you are happy with it.

It is OK to try a few times until you get it right.



Send your video to the employer's email address.

You can do this from a phone or a laptop.

If you need help with this, a friend or family member, support worker or job coach can support you.

[Type here]



If the file is too big to send in an email you can use **We Transfer**.

It is free to use.

You don't need an account to do this.

Just visit wetransfer.com

[Type here]

CV Template

You can make your notes or reminders here

Why do you want the job?
What skills do you have that would make you good at the job?
What experience do you have that would make you good at the job?
What kind of person are you? Explain why this would make you good at the job!