

# Top tips for new job seekers



Metropolitan

**If you've recently finished school or you haven't applied for a job before, it can be tricky to get your foot on the ladder. Make sure you get the basics right when you apply for a job with us by following our top tips for new job seekers.**

## 1. It's oh so quiet.



When you fill out an application form, find a quiet place and give yourself enough time so you don't have to rush.

## 2. Unleash your inner detective.



Do some research about Metropolitan and the housing sector before you apply. Read the News pages on our website and check out our social media feeds to get a feel for the organisation.

## 3. Show us you're a good match.



List what you want to tell us about yourself and compare it to what we're looking for in the job description and person specification. Edit your application to make sure you're responding to the questions we ask.

## 4. Think extracurricular.



Don't have any work experience yet? Not a problem. Tell us that you're a reliable babysitter, or a good team player in your local football team. Don't forget to tell us about any honours or awards you've received - this shows your commitment and work ethic.

## 5. Create a draft.



Have a copy of your application on your computer before you fill out the online application form. Edit until you're happy with what you've written. Ask a trusted friend or relative with experience of applying for jobs to check the spelling and grammar before you hit send.

## 6. Provide referees.



We'll need the phone numbers and email addresses of at least two people who can vouch for you. They should be professional people (for example, tutors, club organisers or coaches). Ask them if it's okay first and tell them we may get in touch. Remember to tell us about how they know you.

## 7. Don't forget!



After you've applied, check your phone and emails regularly. We may get in touch to ask you to complete online tests or a telephone interview before the assessment and interview date.

## 8. Perfect paperwork.



If we offer you a job, we'll send you some forms to fill out. Try to complete and return them within a couple of days, so we can get you on our books asap.

**Check out our  
vacancies**