

Student Work Placement Application Help Guide

This simple help guide is to help you complete your application for a work placement at Wild Discovery. If you follow these guidelines your application will appear more professional, ensuring your application makes the best impression.

DO'S

- Complete every section of the application form in a professional and courteous manner. If you are unable to give an answer explain why.
- Check for spelling and grammar errors. This is a must! In every job you need to be able to communicate well with all team members, written and verbally, so if your application is not checked it tells the reader that you don't really care.
- Ask someone to proof read your application and covering letter. When you proof read your own work you often see words that are not actually there!
- Demonstrate that you have a real passion to work in this industry. Do this by sharing information about your relevant experiences, give an introduction to yourself in your covering letter and you must explain how a placement here will benefit you in your future career.
- Do your research on Wild Discovery, find out what animals we have and what we offer to our customers.
- If you can, find out who you should address your application to.
- Turn up for your half day taster day, this is your chance to find out if a placement here is really for you, and also for us to assess if you are suitable. If you don't attend your taster day you will not be able to start your placement.
- If you find that a placement is no longer relevant, please inform Wild Discovery so that your placement can be offered to another student.
- Treat this application for a work placement as though you are applying for a proper job.
- Take your application seriously, work placements are in high demand so make it worth your while.

DO NOT

- Send in a half completed and rushed application, it will not be successful.
- Do not say that you have to complete a work placement, you WANT to complete a work placement.
- Do not expect the staff at Wild Discovery to chase you for information or replies, it is your responsibility to respond appropriately. If we receive no replies we will automatically assume that you are no longer interested in a placement.