

APPRENTICESHIP APPLICATION FORMS

Every apprenticeship begins with a blank application form.

Most forms are completed online. A super application will get you through to the interview stage. Apprenticeship application forms normally include:

PERSONAL INFORMATION

You might need your NI number.

DETAILS ABOUT YOUR EDUCATION

QUALIFICATIONS

ANY WORK EXPERIENCE

QUESTIONS FROM THE EMPLOYER

Examples:

Why are you a great candidate for this role?

Where do you see yourself in five years?

TIPS AND TRICKS

1. Read the form from beginning to end before you start filling it in. Just like an exam paper.
2. Print off the job description and circle all the desired skills. Or write them down and make a checklist. Include these skills in your written answers.
3. Write your responses in a separate Microsoft Word or Google doc. Spell check your work, and then copy and paste it into the form.
4. Once you've finished, save a copy of all your responses. It means you have some answers ready to tweak and tailor for another application.

The image shows a laptop screen with a web-based application form titled 'APPRENTICESHIP PROGRAMME APPLICATION PROCESS'. The form is organized into several sections with labels in orange: 'PERSONAL DETAILS', 'EDUCATION', 'QUALIFICATIONS', 'EMPLOYMENT', and 'QUESTIONS FROM THE EMPLOYER'. Each section contains various input fields for text, dates, and checkboxes. A red button at the bottom of the form is labeled 'PROCEED WITH APPLICATION'. Purple arrows from the surrounding text point to specific sections: 'PERSONAL INFORMATION' points to 'PERSONAL DETAILS', 'DETAILS ABOUT YOUR EDUCATION' points to 'EDUCATION', 'QUALIFICATIONS' points to 'QUALIFICATIONS', 'ANY WORK EXPERIENCE' points to 'EMPLOYMENT', and 'QUESTIONS FROM THE EMPLOYER' points to the 'QUESTIONS FROM THE EMPLOYER' section. A person's hands are visible at the bottom, typing on the laptop keyboard.

YOUR CV

This template has been put together to show you what your CV should look like and what it should contain.

CONTACT

✉ Email

☎ Phone

Add your LinkedIn and even your Instagram (if you have a hobby or work-related profile)

KEY SKILLS

- Put together a list of your key skills (in bullet-points).
- Focus on soft skills such as communication and teamwork as well as technical skills (like Adobe Photoshop).
- Look for the skills included in the job description so your CV is tailored to the role.

INTERESTS

A short list of interests and any extracurricular activities you're involved in. Any team activities are good to mention.

YOUR NAME

Don't write Curriculum Vitae as the title (unless your name is Curriculum Vitae).

PROFILE

A profile is like a short intro to your CV. Write a bit about yourself and why you're interested in the job/career. Aim for three or four sentences.

EDUCATION & QUALIFICATIONS

Put your most recent qualifications first.

You can include school/college projects you have completed that are relevant to the job you're applying for.

PREVIOUS EMPLOYMENT

Give start and end dates.

If you've had a job, list your key responsibilities and achievements.

WORK EXPERIENCE

Have you got any work experience that is relevant to the scheme you're applying for?

You can also list any voluntary or unpaid work you have completed.

REFERENCES

Choose references that know you personally.

Employers will contact you if they want to speak to your references - so write **'References are available on request'**.

WRITING A COVER LETTER

Writing a cover letter is a bit like getting in and out of tight trousers. It's tricky. Here's a guide to writing one...

A winning cover letter should encourage an employer to read your CV and seriously consider your application.

Avoid writing 'Dear Sir/Madam' or 'To whom it may concern'. If you're unsure who to address your cover letter to, contact the company and ask. It shows initiative!

YOU CAN ALSO RESEARCH:

- Origins of the company
- Background of founders or senior members of the team you're hoping to join
- Has the company been in the news recently?

The reviews on **RateMyApprenticeship** are also a great resource for company research!

Re-read your cover letter carefully and check the spelling and grammar before you send it.

Explain where you first heard about the company and the role. Companies love to know where you found them.



Try and dodge using buzzwords and clichés, such as describing yourself as 'always giving 110%'.

PSYCHOMETRIC TESTS

You might have to complete psychometric tests and other online tests when you apply for an apprenticeship. They work out if you're right for a job based on your reasoning skills and personality traits.

ABSTRACT REASONING

Used to judge your general intellect and reasoning skills.

APTITUDE TESTS

These tests measure your knowledge of a specific subject related to the apprenticeship.

NUMERICAL

Includes simple and more complex Maths questions - designed mostly for science, technology, engineering and maths (STEM) schemes.

PERSONALITY TESTS

You'll answer 50-100 quick-fire questions that analyse your behaviour and personality type.

VERBAL REASONING

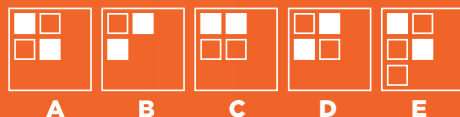
Here you'll read a detailed extract of written text and pull out the important information.

EXAMPLE QUESTIONS

Most of these tests are designed so that only 1-2% of candidates answer all of the questions correctly. So don't worry if you can't answer them all!

ABSTRACT REASONING

Which of these figures completes the series?



VERBAL REASONING

Jan is half as old as Dan, who is two years older than Pam.

Roxanne is 1 year older than Dan was 2 years ago.

Pam is 10.

Using this information, which of the following statements is true?

- a) Pam is the oldest.
- b) Dan is the oldest.
- c) Jan is the oldest.
- d) Roxanne is the youngest.

Find the answers on page 121

Khamal
Junior Management
Consultant Apprentice, IBM

VIDEO INTERVIEWS

If you apply for an apprenticeship, you may have to complete a video interview. Here are some tips for how to prepare and how to approach it...



Danielle
Strategy Consultant Apprentice, IBM

- The employer will arrange a time, just make sure you're free. Politely ask to rearrange if it clashes with something important.
- Find somewhere quiet for your video interview, home is best.
- Check your laptop is charged and the webcam is working BEFORE the interview begins. If you don't have either, you might be able to use the camera on your phone.
- Have a glass of water close by. In case there is an awkward silence, sip your drink. If you are a rebel, maybe go for a fruit juice.
- If you have a rubbish internet connection or the video call cuts out, don't panic! Play it cool and treat it as a test of your adaptability.
- And don't be scared to ask the interviewer to repeat a question. If you can't hear or miss something, just ask!

NOTE

Some video interviews are pre-recorded. It's a one-way process - so you won't actually see the interviewer. You'll record answers to pre-prepared questions, and then your responses will be sent to the employer. Most video interview platforms allow you to have 2-3 practice goes before recording your final answer.



These tips are also relevant for phone interviews. Happy days.

FACE-TO-FACE INTERVIEWS

After a video interview, you might be invited to meet and chat to the employer at a face-to-face interview. This could also take place during an assessment day.

WHAT TO BRING



BEFORE THE INTERVIEW

- 1 The interviewer will question you on your CV and the answers from your application form - go back through each so you're ready to discuss them.
- 2 Google typical interview questions, and practice answering them with your parents or a pal. Practicing interview techniques will naturally improve your confidence and performance on the day.
- 3 You're very likely to be asked 'Why are you a good fit for this role?' so prepare 3-5 key skills based on your strengths and any previous experience.
- 4 Return to any company research you completed during your application, and do some more. If they ask 'Why do you want to join our company?' you'll have a 10/10 response.
- 5 Think of a few questions that you can ask at the end of the interview. You could ask about the company's social activities or the opportunities for personal development.

AFTER THE INTERVIEW

Send a thank you note. Thank them for giving you the opportunity to interview and mention anything you enjoyed about the experience.

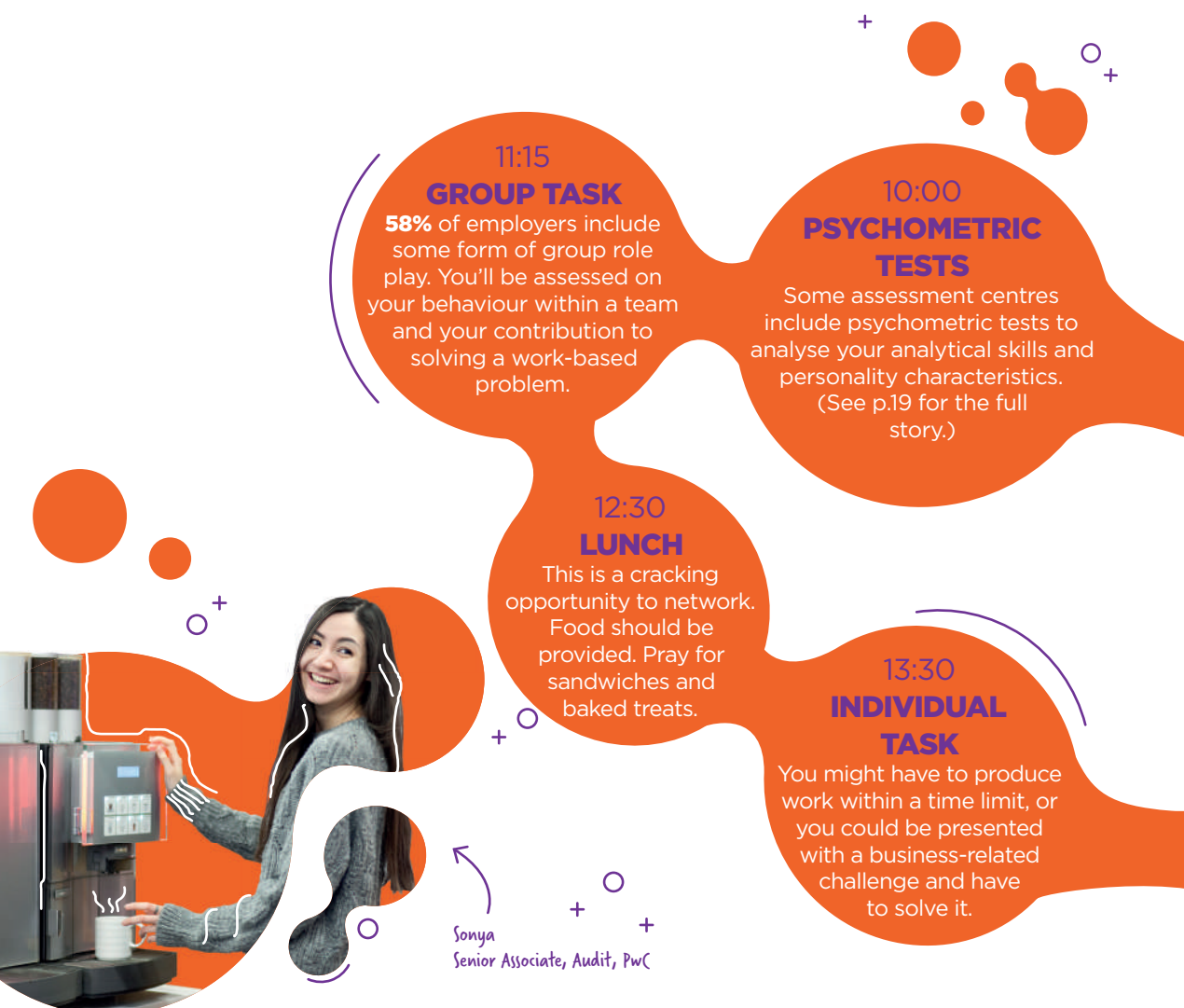
An email is nice, a handwritten note is enchanting.

ASSESSMENT DAYS

88% of companies included assessment centres as part of their selection process for apprentices last year.

- They are usually hosted at a company's offices
- There will usually be at least four candidates attending (similar to a gameshow)
- The assessment centre is normally the final stage of the selection process

Here is an example of what you might encounter on the day...



THE NIGHT BEFORE...

Do some Googling and plan out your route to the venue the night before. It will ensure your journey there is a piece of cake.

WHAT TO EXPECT

07:00 AWAKE!

Set an unholy number of alarms to make sure you wake up early. Plan to have your favourite breakfast and set off with plenty of time for your journey.

09:00 ARRIVAL + INTRODUCTIONS

You'll meet your fellow (rival) candidates on arrival. Be friendly - it reflects well. Someone from the company will welcome you all and give you an agenda for the day.

Khamal
Junior Management
Consultant Apprentice, IBM



Ella
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09:15 WELCOME PRESENTATION + ICE-BREAKER EXERCISES

The assessment centre usually begins with a short presentation about the company's history and values. Then, an ice-breaker exercise to lighten the mood and put all at ease.

14:45 INTERVIEW

The face-to-face interviews are usually at the halfway point. (See p.23 for advice on how to approach the interview.)

16:00 PRESENTATIONS

Prior to arrival, you may have been asked to prepare a short presentation to be presented in front of interviewers and fellow candidates. And you're going to smash it.

17:00 EXPENSES + GOODBYE

Before you go, you might have to fill out a feedback and expenses form. Smile and say goodbye, thank the employer for the experience then head to the nearest sweet shop.