

Application Guidance

This guidance document has been designed to provide useful information to support you in completing your application for an Apprenticeship; referring to the recruitment process and outlining expectations for application submission.

Before completing the application form, please remember to:

- Ensure you have researched the sector/occupations you are applying for.
 - You can research jobs and careers on the National Careers website on the link below: <https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>
- Read the vacancy description and requirements for the role.
- Ensure that you pay close attention to the desired skills, personal qualities and qualifications required.
- Consider how you will travel to and from the vacancy you are applying for

Completing the Application Form

Our application form is used for both candidate shortlisting and for reference by employers during the interview process. It is important that you spend sufficient time completing your application and that you consider what makes you the best candidate for the job you are applying for.

Think about what sets you apart from other applicants - It is the information contained within your application form that is used as the basis for securing an interview on your behalf with a prospective employer!

Section One

Personal Details

In this section you will be asked to provide your personal details, such as; Name, Date of Birth, Address, Contact Telephone Number, Email and if you are aged 15-18 we will require your Parent/Carer Name, Email and Phone Number.

Section Two

Qualifications and Work History

In this section you will be asked to provide your qualifications and work history.

Qualifications

If you have a Level 4 qualification or higher then you will not be able to apply for an Apprenticeship vacancy. Please ensure that you add any English or Maths grades you have first and then add subsequent grades using the + icon.

Subject	Estimated Grades	Actual Grades	Level
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Work History

You are asked to highlight any paid or voluntary work you might have done that may have provided you with skills that are linked/transferable to the role that you are applying for. The following information is required;

Position	Company	Duties	Dates (From / To)
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Section 3

Personal Profile

Without doubt this is your opportunity to showcase who you are and what you are about to a potential employer. The information provided in this section will have a significant bearing on whether your application will progress to shortlisting and interview stage. Failure to provide sufficient information could result in your application being rejected.

Profile: About You

Your personal profile is a mini-advert for you and should summarise your personal characteristics. It tells the reader what kind of a person you are, the attributes and qualities that you possess and the experience you have.

Why do you want to work in this sector/industry?

Having done your research into the company and the sector, we want to know why you really want to work within your chosen industry? Having an interest is always great, but what started that interest? What have you done in the past that supports your application to this role?

List five skills/strengths you feel are relevant to this role and why?

What are skills and why are they important? A great starting point to help you answer this section of your application is to visit the National Careers website and research skills, interests and qualities relating to the particular job role/s you are interested in. We aren't looking for a copy and paste application, we want to know why you think the skills / strengths you possess, apply to the role you are looking to secure.

E.G.

Hairdressing sector

"I have excellent timekeeping"

It is important to have excellent timekeeping as clients have specific time slots allocated to them for their bookings, it could impact on their experience if there are any delays, this also affects other customer's appointments. An example of my excellent timekeeping is....

List any achievements that you are proud of and why

Here we are looking at your character and asking you to identify any personal or professional achievements you are proud of and why? If you can link it to the sector you are looking to work in then even better.

Please provide the name of one reference, together with their position and the company they work for.

e.g. Mr Joe Bloggs, Teacher, Name of High School

e.g. Mr Joe Bloggs, Supervisor, Company Name

Section 4

Further Information

You will be asked a series of questions in support of your application.

Thank you for taking the time to read this guidance document and Good Luck with your application.

The Job Zone at Preston's College