

Application Guidance

This guidance document will offer advice on how to complete an application for an Apprenticeship. We will cover what you need to put in your application and what will happen once you submit it.

Before completing your application, please remember:

An Apprenticeship is a full time job and the first step in to your career, so make sure you do your research to pick the right industry and role.

You can do this using tools such as :

- The National Careers website - offers a summary of job roles including skills needed and daily duties
<https://nationalcareersservice.direct.gov.uk/job-profiles/home>
- Universal Job Match - to look at what real employers expect you to do in that job role
<https://jobsearch.direct.gov.uk>

Completing the Application Form

Think about what sets you apart from other applicants! The information you provide will have a significant bearing on whether your application will progress to interview stage. Failure to provide sufficient information could result in your application being rejected.

Personal Details

Pay attention to spelling and grammar when writing your name and address, this is the first thing an employer sees. Email addresses should be professional and appropriate for employers and not a school or current work email to ensure you can access it at all times.

Qualifications

Please list ALL your qualifications, gained or predicted, these can include functional skills. To add more qualifications just click the '+' icon.

Work History

List any paid or voluntary work you have done. Go into detail about your duties and responsibilities to demonstrate how you developed your work related skills.

Personal Profile

This is your opportunity to showcase who you are and what you have to offer. It needs to grab the employers attention helping them build a picture of you and if you will fit with their company. Talk about your hobbies, interests and achievements and finish with why you feel an Apprenticeship is the best route for you.

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

In the section you need demonstrate that you have;

- Researched the industry and the job role
- Understand the requirements and skills needed
- Discussed your career path and anything you wish to specialise in
- Talk about what you find interesting, where did the interest come from?
- What have you done in the past that supports your application to this role?

List five skills you feel are relevant to this industry and why?

This section allows you to demonstrate to the employer that you understand what is required for the job role. Try to avoid overused skills that an employer would expect you to have such as "punctual" or "I can work in a team". Make them specific to the job and go in to detail about how it is relevant to the actual job you are applying for - we don't just want a definition! If you're struggling, look on the national careers service 'job profiles' section which lists the skills required for each role.

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Email thejobzone@preston.ac.uk

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The 10 Step Apprenticeship Process

- 1 Apply** - Submit your initial application
- 2 Working Partnership** - You will be assigned a dedicated advisor to support you throughout your Apprenticeship journey
- 3 Suitability** - You will complete a pre-screening interview and assessment to determine your suitability for an Apprenticeship
- 4 Profile** - Your initial application will be turned in to a skills profile which your advisor will send you
- 5 Work in progress** - Your profile may need some amendments, your advisor will give you detailed feedback to improve your profile increasing your chances of being selected for interview
- 6 Deadline** - You will be given a deadline to complete your amendments, if you fail to meet this deadline without contacting your advisor your application will be withdrawn
- 7 Start the Job search** - You will be expected to contact local employers yourself to try and secure a full time paid position. Your advisor can explain how to do this
- 8 Employer Links** - Your advisor will also work with you to submit your profile to current vacancies the college is working on to increase your chances of securing an interview
- 9 Employer interviews** - If you feel you need some support on what to do in an interview then your advisor can help with this
- 10 Employment** - Upon gaining offer of full time employment you will be required to fill in a bit of paperwork and then you can start your Apprenticeship

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