


Don't
dream it.
Do it.

Introduction

This guide is packed full of hints and tips about how to work your way through registering, searching and applying for your dream Apprenticeship job.

When you see this sign  take a few minutes to read our suggestions – it won't take long and we promise it will make a big difference to your application.

By reading through the different sections of this guide, you will be able to pick up valuable advice about the application process that will really help your application to stand out and hopefully get you through to the interview stage of the process.

We hope you find this guide useful and wish you every success in securing an Apprenticeship job opportunity.



Looking for an Apprenticeship?

Register at
apprenticeships.org.uk

Top tip: Make sure you register for vacancy alerts. You can receive an email or text alert every time a suitable new vacancy is added.

Log in reminder

Username:

Password:

 Apprenticeships

This publication was produced by Hertfordshire County Council in conjunction with the Bedfordshire and Hertfordshire Provider Network



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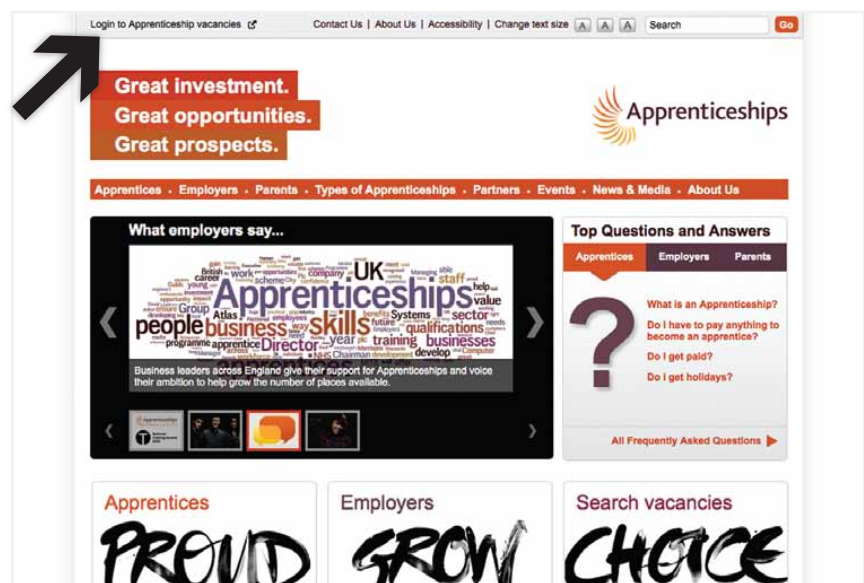
Step 1: Register

Notes

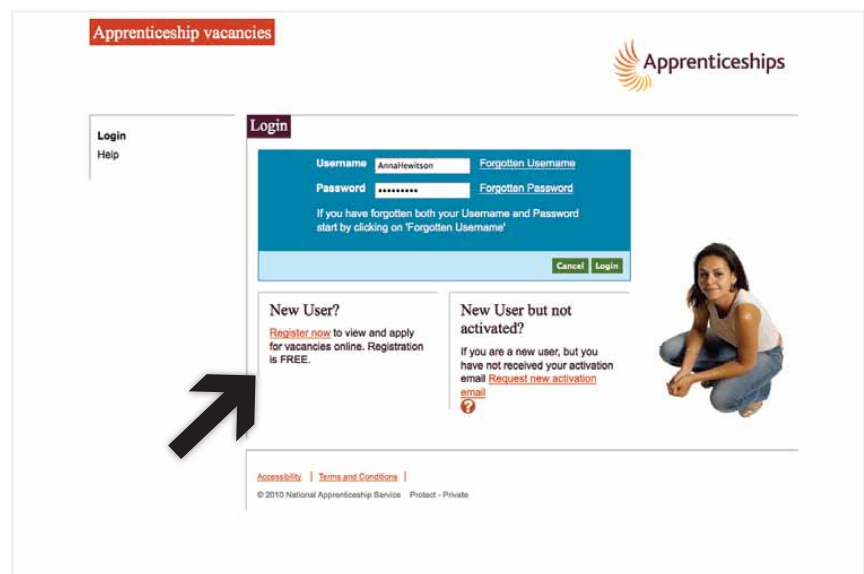
Registering on the National Apprenticeship Service (NAS) vacancy website is completely free of charge.

To start your search you need to visit the website
apprenticeships.org.uk

From the home page you can find out lots of useful information about apprenticeships. Click on **Login to Apprenticeship vacancies** as shown below (top left hand corner of the home page).



A new window will open and you need to click on the link that says **Register Now**.



You will work through a form to complete your details and create a new account that looks like this:

The screenshot shows the 'Apprenticeship vacancies' website with the 'Apprenticeships' logo. On the left is a sidebar with 'Login' and 'Help' links. The main content area is titled 'Register Your Details'. It is divided into two sections: 'Your Details' and 'Contact Details'. In the 'Your Details' section, there are fields for 'First Name *', 'Middle Name', 'Surname *', and 'Date of Birth *' (with a hint '(e.g. 01/09/1980)' and a question mark icon). The 'Contact Details' section includes an 'Email Address *' field (with a question mark icon), a 'Confirm Email Address' field (with a question mark icon), a 'Postcode *' field (with a hint '(e.g. CV1 2WT)' and a 'Lookup Address' button), and an 'Address' field. At the bottom, there is a note about providing telephone details and a link to 'Terms and Conditions'. A 'Preferred home, mobile or work' field is partially visible at the very bottom.

When writing your date of birth you need to put the full year that you were born e.g. 01/03/1994 (not 01/03/94).

Select a User Name that you are going to be able to remember

Setting up the password is quite complicated because you have to

- Make it 8 – 20 characters
- Include a capital letter
- Include a number and
- Include a special character (something like a ? or !)

! Tips

- Make sure you use an email account that you can access straight away. Once you have completed your application you will receive an email so that you can 'activate your account.'
- Always try to include a telephone number if you have got one, it is important that training providers can contact you to discuss your application if they need to.
- Write down your username and password straight away before you forget.

Notes

Step 1: Register

Notes

! Tips

- Try to use a sensible email address. Many candidates have email addresses that are very inappropriate and may put employers off.

Remember you need to activate your account. You will need to go into your email account (that you used in your registration form) and you will have an email waiting for you. You need to open the email and click on **Activate** your account.

You may need to check your junk mail folder as sometimes the activation email may be filtered to this folder instead of your inbox.

You are now ready to log in to your account and start searching!

Search the latest Apprenticeship vacancies at

 Apprenticeships

apprenticeships.org.uk

Login details

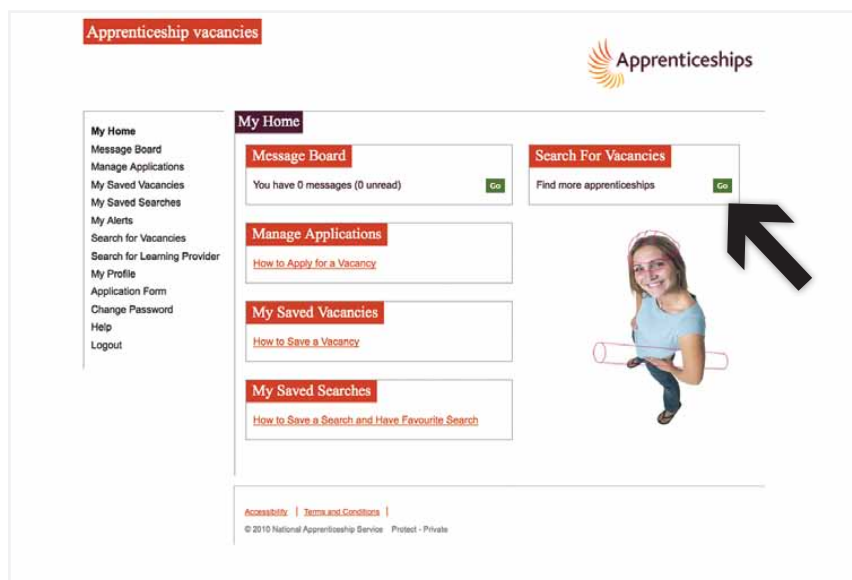
Username:

Password reminder:

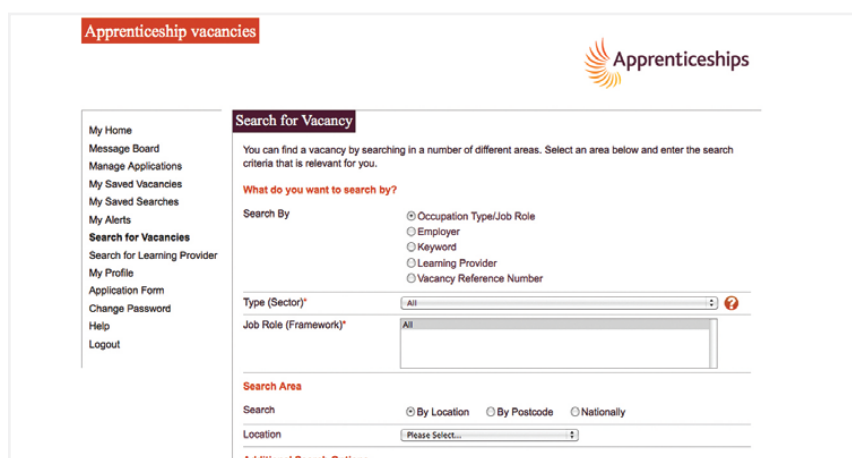
Step 2: Search

Once your account is activated and you have logged on, you will see the **My Home** page with 5 boxes on the screen. There will be a welcome email waiting for you in the Message Board.

To start searching for vacancies, click on **Go** in the Search For Vacancies box on the top right.



There are 5 ways in which to search for a vacancy.



When searching by Occupation Type/Job Role, use the drop-down menus to enter the broad area of work in which you are interested and then, if you can, narrow it down to the Job Role. For example, in Business Administration and Law, job roles include Accounting, Sales and Telesales, and Marketing. If you don't want to do this, leave it on All.

Notes

Step 2: Search

Notes

Search Area lets you search in 3 ways:

- If you search by Location, use the drop-down menu to choose your area but note that this will be a whole county, city or region in England.
- If you search by Postcode, the postcode that you used in your address will appear automatically or you can enter another one. Type in the distance from the postcode that you are prepared to travel to work. Widen your local search area for more vacancies.

Take account of easily available bus, train and underground routes as a longer distance might not necessarily mean a more difficult journey.

! Tips

- If you are looking for inspiration try a postcode or location search to see what is in the area.

- Searching Nationally will give you all the vacancies for your selected occupation in England. Beware that this will give you a very large number of opportunities which might make selection difficult.

Notes

Additional Search Options enables you to narrow your search more:

The Vacancies Posted Since drop-down menu will probably be of most use once you have been using the website for some time to look at vacancies. It will save you having to sort through vacancies that you have already seen.

! Tips

- Look every day at the Vacancies Posted Since Yesterday to give you the best chance of being one of the first applicants and not missing out on a great opportunity before the closing date.

When you come to the Weekly Wage boxes, if you are uncertain about wages it is probably better to leave this field blank. Please be aware that Apprenticeship wages vary depending on the Employer/Occupation Type and where you live.

Select the level of Apprenticeship you are looking for from the Apprenticeship Types drop down menu.

Step 2: Search

Notes

Remember that as Apprenticeships involve taking job-specific and work-based industry-standard qualifications which reflect the skills and knowledge needed for a particular job, you might need to start at the same level that you have already achieved in your qualifications at Key Stage 4 or after the age of 16.

My Alerts

Once registered click on **My Alerts** to set up email and text alerts to ensure that you are one of the first to find out about new vacancies posted that match your search criteria. You will still need to look at your account regularly as other vacancies may appear that don't quite match your search criteria but that may still be of interest to you.

! Tips

- If you change any of your personal details such as email address or mobile number, don't forget to change them in **My Profile**.
- If you see No vacancies currently found that match your search criteria in your selected location then expand the search to see the vacancies available nationally.
- Save a favourite search to receive alerts by text or email when a vacancy that matches your search becomes available. You will also receive a message on the Message Board.

The good news is that you can set up your application form before you are ready to start applying for jobs so that once you do see a job that you want to apply for, you've already done most of the hard work and you will just need to make a few tweaks to your application so that it is relevant to the job you are applying for.

From your home page, you can access your **Application Form** which you can start to complete at any time.



! Tip

Before you start, print off a copy of anything that might help you such as your:

- UCAS Personal Statement
- Curriculum Vitae (CV)
- Any practise application forms that you have completed
- Personal Statement
- Achievement Portfolio
- Copies of Certificates
- Remember to click on save at every section of the form. You can always return to it later to complete different sections as you **are ready**.

Notes

Step 3: Apply

Notes

Education History

The first section of the application form asks you to input the last school or college that you attended. Don't worry if you haven't been at school or college for a number of years as it won't affect your application.

The screenshot shows the 'Application Form' interface. On the left is a sidebar with links: My Home, Message Board, Manage Applications, My Saved Vacancies, My Saved Searches, My Alerts, Search for Vacancies, Search for Learning Provider, My Profile, Application Form (highlighted), Change Password, Help, and Logout. The main content area is titled 'Application Form' and contains instructions. The 'Education History' section is highlighted in red and asks the user to enter the name of their current or last school or college. It features a text input field for 'School/College *', a text input field for 'Enter a town, locality OR postcode *', and a green 'Search' button. A large black arrow points to the 'School/College' input field. Below this is the 'Subject/qualification' section, which asks the user to enter qualifications achieved, such as GCSE Maths.

Subject/qualification

The Subject/qualification section enables you to enter all of the qualifications that you hold or are currently undertaking.

This screenshot shows the 'Subject/qualification' section of the application form. It includes a sidebar with 'Help' and 'Logout' links. The main content area has a title 'Subject/qualification' and instructions. It contains several input fields: 'Subject' (with a red question mark icon), 'Qualification' (a dropdown menu with 'Please select...' and a red question mark icon), 'Grade' (with a red question mark icon), and 'Year Attained' (with a red question mark icon). There are green 'Cancel' and 'Add Subject' buttons. At the bottom, there is a text area for 'Other qualifications or training undertaken' with a 'Text Count' indicator and a red question mark icon.

! Tips

- Remember to include all of your predicted grades and any other qualifications or grades that you hold. e.g. sport, music, dance, drama, Duke of Edinburgh, Asdan, St Johns Ambulance etc.

Work Experience/History

This section enables you to enter all of your work experience, whether this is paid or unpaid work.

When you start typing in the box that says 'Type of Work' you will notice that a character count will appear underneath the box. You have 200 characters to describe the type of work that you completed.

If you can't remember the exact dates then you can select the approximate dates.

Work Experience/History

Starting with the most recent, please enter your work history or relevant experiences of work e.g. voluntary, part-time, etc.

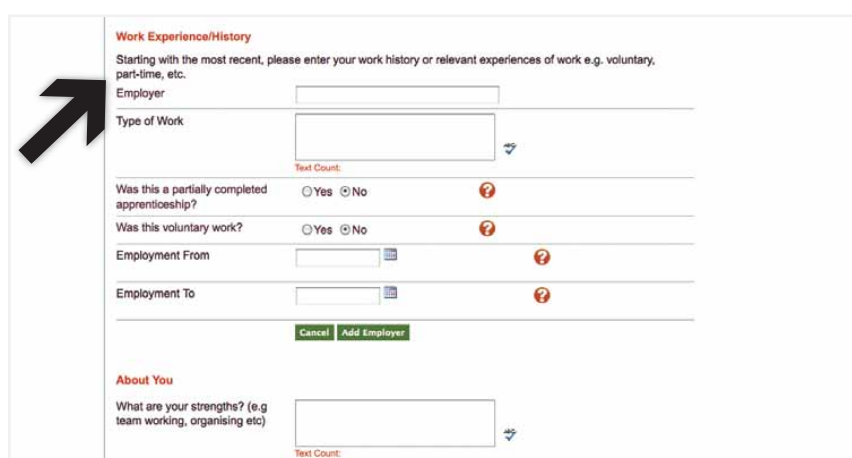
Employer


Type of Work

Text Count:

Was this a partially completed apprenticeship? ☐ Yes ☒ No ?

Was this voluntary work? ☐ Yes ☒ No ?

Employment From  ?

Employment To  ?

[Cancel](#) [Add Employer](#)

About You

What are your strengths? (e.g. team working, organising etc)

Text Count:

! Tips

Notes

Step 3: Apply

Notes

! Tips

- If you do not have any relevant experience then consider taking the initiative to set some up. This could be one day at the week end or in the holidays. You don't have to rely on the work experience that your school might have set up for you.
- Think about the skills that your work experience placement helped you to develop.

About You – What are your strengths?

This section is one of the most important parts of the Application Form that will help you to get through to interview. You need to be prepared to put in a great deal of work to get this section looking really good.

When you start typing in the boxes, you will notice that similar to the Work Experience/history section you are given a character count – but this time you have 4000 characters per box (which is the equivalent to one UCAS personal statement or approximately one and a half A4 pages of typed text).

The screenshot shows the 'About You' section of an application form. It contains four text boxes, each with a 'Text Count:' label and a '4000' character limit indicator. A large black arrow points to the second text box. The questions for each box are:

- What are your strengths? (e.g. team working, organising etc)
- What personal skills would you like to improve? (e.g. time managing, questioning skills)
- Is there anything we can do to support your interview? (e.g. do you need a signer, information in Braille, another person to come with you).
- What are your hobbies, interests and/or achievements?

! Tips

Notes

For example, you could say something like this:

‘I believe that I have extremely good communication skills. I have given presentations in front of large audiences in whole year assemblies and I have also talked in front of groups in the classroom. As a 6th form Ambassador, I have been involved in open evenings where I have spoken to groups of parents and prospective students about my experience of the 6th form. I also have excellent written communication skills and I am confident speaking on the telephone’

Or you could say something like this:

'I feel that I have very good communication skills. As a keen team member of a local football team, it is crucial that we communicate constantly when on the pitch to ensure that everyone can work together to win the game. I have been praised by the team captain for the way that I communicate effectively on the pitch, saying that I am calm, motivational and fair'

! Tips

Step 3: Apply

Notes

Finding and using 'buzz words'

The job advert needs to be the starting point for your 'strengths' section. By reading it carefully, you can start to identify the skills and attributes that the employer is looking for.

The first place to look for the 'buzz words' is in the Vacancy Description within the job advert. This section will contain information about the kinds of tasks that you would be expected to complete.

! Tips

- Have a look through the job advert and either print it off and circle all of the buzz words, or write them all down so that you have a checklist of the kinds of words that you could try to include in the 'About You' section of the application form.

Employer
Learning Provider
Vacancy Description an online retailer specialising in electronics equipment based in St Albans are looking for an enthusiastic and self motivated individual to carry out a full range of administrative support duties.
Main duties include:
Telephone/Email Support
<ul style="list-style-type: none">• Responding to customer queries via phone and email• Providing customers with product and service information
Customer Order Processing
<ul style="list-style-type: none">• Log orders onto online order processing system• Customer Invoice Management• Upload new products for advertising• Communicate clearly with the rest of the team regarding the status of each order including items out of stock.• Payments Management• Any other tasks as directed by the line manager

We have circled some of the 'buzz words' and phrases that we think could be used in the application form

The second place to look for the 'buzz words' is the sections at the bottom of the job advert that are titled Skills Required, Qualifications Required and Personal Qualities.

Remember to try and include examples of your skills and personal qualities in your application.

Skills Required

- Customer focused
- Hard working and tenacious
- Excellent verbal and written communications
- Ability to work as a self-starter and can show initiative
- Strong passion to grow with our business
- A digital flair for new ideas!

Qualifications Required

GCSEs A-D grades (or equivalent) in English and IT or possibly Graphics.

Knowledge of Digital Social Media on a personal level are desirable, although not essential.

Personal Qualities

- Well presented/ professional image
- Organised, energetic, highly creative and capable of finding solutions.
- Independent skills as well as the ability to contribute to teamwork.
- Always looking to achieve more and better themselves
- High level of integrity with an understanding of the importance in data protection

Notes

! Tips

- If the employer is asking for GCSE grades A*-C and you did not achieve these grades, it could still be worth applying for the job. You would need to say that you were willing to work towards achieving Functional Skills within the duration of the Apprenticeship framework.
- Remember to print off or save a copy of the job advert as you will need to use the advert to help you to prepare for interview (if you are invited to attend one) and you will also need to take a copy of the advert with you to the interview.

Step 3: Apply

Notes

About you – What personal skills would you like to improve?

Although you have 4000 characters for this question you only need to write a good paragraph or a few sentences that answer the question, but in a clever way and linked directly to the job that you are applying for. For example, if you were going for a job in the IT industry you could say something like this:

'I would like to improve my knowledge and awareness of the latest programming techniques being used in the workplace to increase efficiency and decrease costs to the employer'

Or if you were going for a job in hairdressing you could say something like this:

'I would like to improve my knowledge of the latest cutting and colouring techniques being used within the fashion industry and how these could be adapted to suit high street fashion trends'

The screenshot shows a web-based application form. At the top, there are two input fields for 'Employment From' and 'Employment To', each with a calendar icon and a red question mark icon. Below these are 'Cancel' and 'Add Employer' buttons. The 'About You' section contains four questions, each with a text input field and a 'Text Count' indicator. The questions are: 'What are your strengths? (e.g. team working, organising etc)', 'What personal skills would you like to improve? (e.g. time managing, questioning skills)', 'Is there anything we can help you at an interview? (e.g. you need a signer, information in Braille, another person to come with you)', and 'What are your hobbies, interests or achievements?'. A large black arrow points to the second question. The 'Monitoring Information' section at the bottom states: 'This information will not be used as part of the selection process. We are committed to equal opportunities. We will use the information you give in this section only to monitor how effective our services, policies and advertising are.'

About you – Is there anything we can do to help you at an interview?

Even if you do not require any support at interview, you should never leave this box blank

It is acceptable to write 'No thank you' or 'Not applicable' but never leave this (or any other box) blank on the application form. This is because the employer will not know if you have chosen not to answer or if you have accidentally missed it. This rule applies to every different type of job application that you may find yourself completing – not just Apprenticeships.

Employment From ?

Employment To ?

[Cancel](#) [Add Employer](#)

About You

What are your strengths? (e.g. team working, organising etc) ?
Text Count:

What personal skills would you like to improve? (e.g. time managing, questioning skills) ?
Text Count:

Is there anything we can do to help you at an interview? (e.g. do you need a signer, information in Braille, another person to come with you). ?
Text Count:

What are your hobbies, interests and achievements? ?
Text Count:

Monitoring Information

This information will not be used as part of the selection process.
We are committed to equal opportunities. We will use the information you give in this section only to monitor how effective our services, policies and advertising are.

Notes

Step 3: Apply

Notes

About you – What are your hobbies, interests or achievements?

Be careful about what you write in this section. You need to remember that the employer will use this section (and all of the application form) to start to create an impression of the kind of person that you are.

It is quite likely that if you are invited for interview, that the employer will use this section to help to 'break-the-ice' and make you feel more comfortable in your interview. They might start by asking you something like 'So (your name), I notice from your application form that you are interested in films. What was the last film that you saw and what did you like about it?'

The screenshot shows a web-based application form. At the top, there are two input fields for 'Employment From' and 'Employment To', each with a calendar icon and a red question mark icon. Below these are 'Cancel' and 'Add Employer' buttons. The 'About You' section contains four text input fields with red 'Text Count' labels and blue icons to the right. The questions are: 'What are your strengths? (e.g. team working, organising etc)', 'What personal skills would you like to improve? (e.g. time managing, questioning skills)', 'Is there anything we can do to help you at an interview? (e.g. do you need a signer, information in Braille, another person to come with you).', and 'What are your hobbies, interests or achievements?'. A large black arrow points to the fourth field. Below this is a 'Monitoring Information' section with a disclaimer: 'This information will not be used as part of the selection process. We are committed to equal opportunities. We will use the information you give in this section only to monitor how effective our services, policies and advertising are.'

! Tips

- If you have an interesting or unique hobby or interest then include it in this section, but be careful about over-embellishing or 'making up' a hobby or interest as you don't want to get caught out and be asked about it at interview, then not be able to talk about it honestly.

Remember to think about what you write and what it says about you. For example:

Your hobby or interest	What it might make an employer think about you
I like talking to friends on BBM	‘I wonder if I would need to keep an eye on this person in case they use work time to talk to friends’
I like to spend time on Facebook	‘Oh good, they’ve got a facebook account – I can have a look and see what they’re like’
I like playing football and keeping fit and healthy	‘They obviously like to keep fit and healthy, I hope that means they will take less time off sick through ill-health and be a more reliable employee’
I like going out and socialising	‘This person likes to party. They’ll probably phone in sick every Monday’

! Tips

Notes

Step 3: Apply

Notes

Monitoring information

This section does need to be completed and should be pretty quick for you to complete

What are your hobbies, interests or achievements?

Text Count:

Monitoring Information

This information will not be used as part of the selection process. We are committed to equal opportunities. We will use the information you give in this section only to monitor how effective our services, policies and advertising are.

Gender

Do you consider yourself to have a disability? ☐ Yes ☐ No ☐ Prefer not to say

Do you have any other health problems? ☐ Yes ☐ No ☐ Prefer not to say

Ethnicity

Please select the category which best describes your ethnic background.

At the bottom of the page you can click on **Save**

What are your hobbies, interests or achievements?

Text Count:

Monitoring Information

This information will not be used as part of the selection process. We are committed to equal opportunities. We will use the information you give in this section only to monitor how effective our services, policies and advertising are.

Gender

Do you consider yourself to have a disability? ☐ Yes ☐ No ☐ Prefer not to say

Do you have any other health problems? ☐ Yes ☐ No ☐ Prefer not to say

Ethnicity



Please select the category which best describes your ethnic background.

How to apply

When you find an Apprenticeship job advert that you want to apply for, you need to go to the bottom of the job advert and click on the **Apply** button in the right hand corner.

At this point some adverts may direct you to the employers website to apply using their own system. This is likely to be very different to the application form that this guide has explained, although all of the advice that we have given you should also help you when completing other applications.

If the employer is using the National Apprenticeship Service 'Apprenticeship Vacancies' form then your application form (that you have been working on to complete) will automatically be transferred through.

Training to be Provided	
Technical Certificate. Functional Skills for Maths, English and ICT (if required)	
Learning Provider	Heart of England Training Ltd
Learning Provider Description	Heart of England Training is a training provider that offers a range of courses from a basic e2e course through to advanced apprenticeships. The company works with several different sectors of business with the most popular selections being Business Administration, Hairdressing & Beauty Therapy.
Contact Details	Call 01788 568425 for more information and a free brochure.
Vacancy Type	Intermediate Level Apprenticeship
Apprenticeship Framework	Business and Administration (CFA)
	This Learning Provider has achieved a sector success rate of 92% for this type of apprenticeship training. 
Expected Duration	12 Months 
Skills Required IT Literate as you be expected to e-mail clients.	
Personal Qualities Confident, and have professional telephone manner.	

[Back](#)
[Print](#)
[Save Vacancy](#)
[Apply](#)

! Tips

Notes

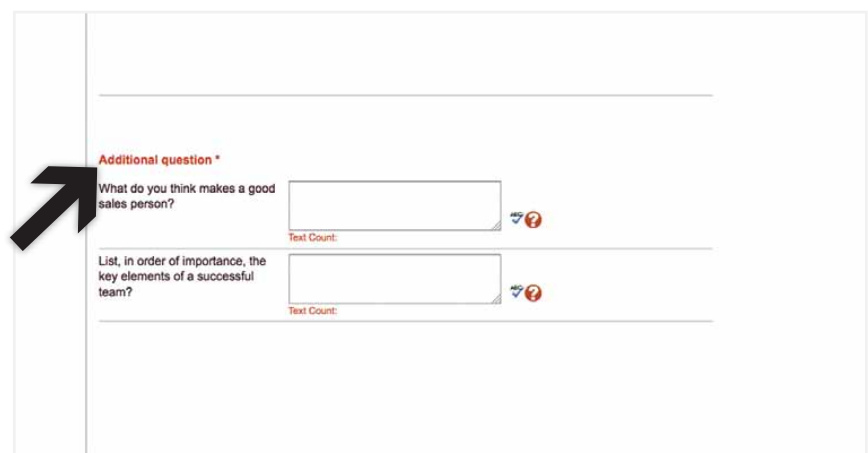
Step 3: Apply

Notes

Additional Employer Questions

With every job application that uses the Apprenticeship Vacancies form, the employer is only allowed to change one thing, the rest of the form has to stay the same.

The only thing that they may change is to ask you two questions that are relevant to their job application. They will be displayed at the bottom of the application form and will look something like this:



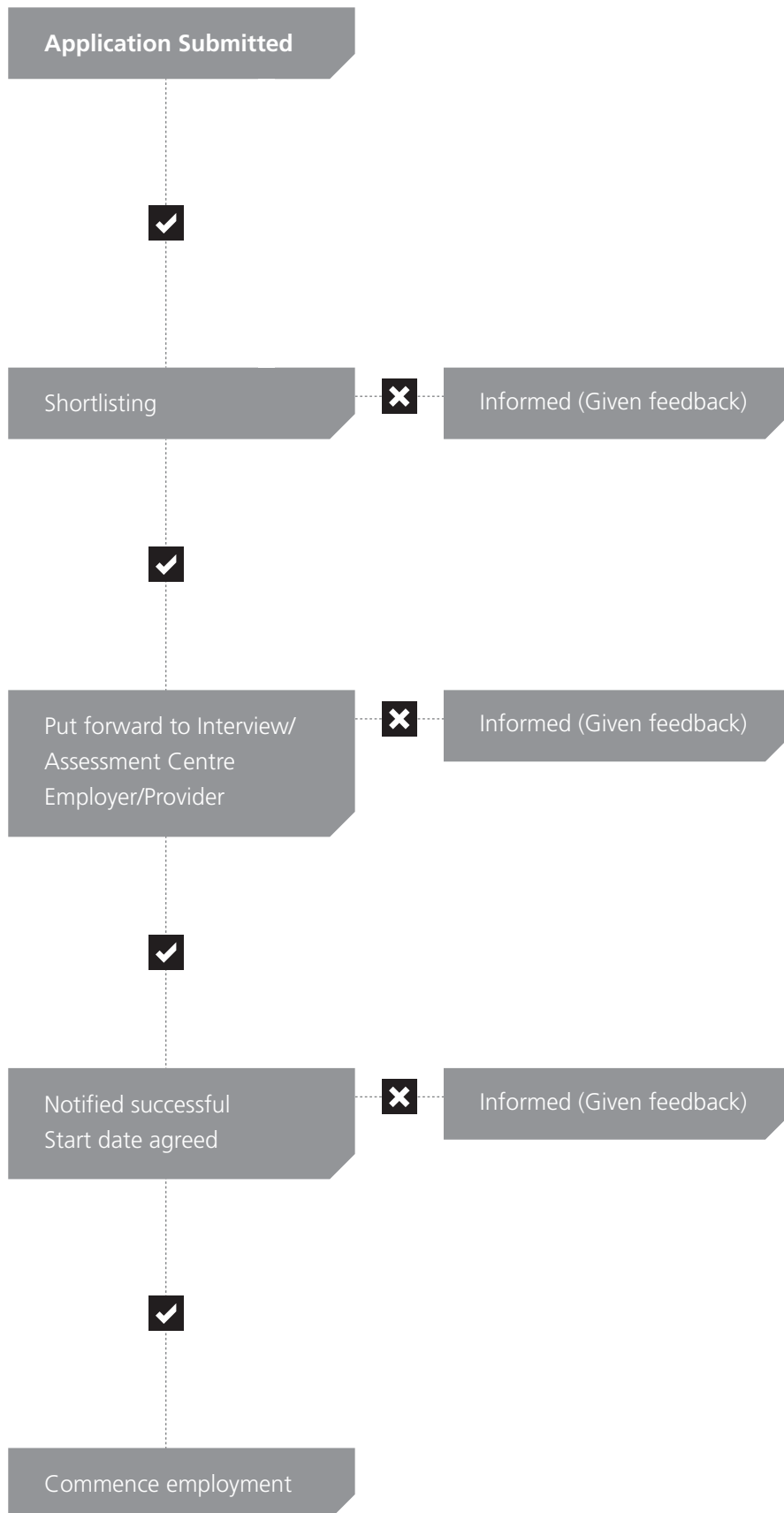
The screenshot shows a section of the Apprenticeship Vacancies form titled 'Additional question *'. It contains two text input fields. The first question is 'What do you think makes a good sales person?' and the second is 'List, in order of importance, the key elements of a successful team?'. Both questions have a 'Text Count:' label below them and a small icon of a person with a question mark to the right. A large black arrow points to the first question.

You do need to answer these questions and you need to think about the job advert, the employer and what you can tell them that might make you stand out from other applicants.

You should research their company through the internet so that you can tell them something interesting about your future career plans in that industry.

Other typical 'Employer' questions that you might see could include:

- Why do you feel you are a suitable candidate for this role?
- Why are you interested in completing an Apprenticeship?
- Where do you see yourself in 5 years time?
- What experience of dealing with customers do you have?
- What qualities do you think are important in this job role?
- What do you think makes the difference between a good customer experience and an excellent one?



Notes

Interview Checklist

Do you know how to make a positive first impression at a job interview? Use this checklist to help prepare for your next interview.

Prior to submitting an application:

- ☐ Ensure your voicemail message on your mobile phone is appropriate
- ☐ Make sure your email address is sensible and will represent you in a mature way
- ☐ Spell and grammar check your CV, ensure it is up to date

Prior to interview:

- ☐ Research the organisation and job that you are applying for
- ☐ Prepare at least 2 or 3 questions that show an interest in the job and organisation
- ☐ Work out how to get to the interview and how long the journey will take – allow enough time to arrive at least 15 minutes early
- ☐ Prepare answers to some typical interview questions e.g. 'why do you want this job?'
- ☐ Prepare examples of when you have used skills relevant to the job

Appearance:

- ☐ Take a bath or shower prior to interview
- ☐ Wear clean and ironed clothing
- ☐ Wear appropriate clothing and footwear – formal shoes, not trainers e.g. see back page
- ☐ Wear matching socks
- ☐ Polish/clean your shoes
- ☐ Make sure your hands and fingernails are clean
- ☐ Wear conservative makeup, accessories and jewellery (including nail varnish)
- ☐ Brush your teeth
- ☐ Wear subtle perfume/aftershave
- ☐ Cover tattoos with long sleeves
- ☐ Remove facial piercings (one set of small earrings is fine)
- ☐ Remove chewing gum prior to interview

Body Language:

- ☐ Shake hands firmly
- ☐ Smile
- ☐ Sit when you are offered a seat

- ☐ Use good posture, sit up straight
- ☐ Be attentive, nod or take notes
- ☐ Make eye contact but avoid staring
- ☐ Avoid negative behaviour (yawning, crossing your arms, checking your watch, looking at your feet etc.)
- ☐ Be composed (no fidgeting, playing with hair, tapping your feet)

Responsiveness:

- ☐ Bring a copy of your CV, the application form and the job advert with you
- ☐ Bring a pad and pen to take notes if necessary
- ☐ Switch off your phone or set to silent (turn off vibrate as this can still be heard)
- ☐ Be on time (even better – be early)
- ☐ Use interviewer's title and surname (address as Mr/Ms)
- ☐ Refer to the job advert/job description when answering questions
- ☐ Show enthusiasm
- ☐ Speak clearly, using proper grammar
- ☐ Avoid slang, swear words and suggestive language
- ☐ Answer questions clearly and concisely
- ☐ Focus on your strengths
- ☐ Avoid interrupting the interviewer

Attitude:

- ☐ Be respectful
- ☐ Be positive and enthusiastic
- ☐ Be attentive
- ☐ Be knowledgeable about the company
- ☐ Use the interviewer's name
- ☐ Be professional and mature

Closing the interview:

- ☐ Ask any questions about the organisation/job that you prepared prior to the interview
- ☐ Stand and shake hands
- ☐ Thank the interviewer for his/her time
- ☐ Emphasise your interest in the job
- ☐ Ask when a decision will be made

Interview Checklist

There are a variety of ways you can describe yourself and your strengths. Try using the following:

'I am...'

- | | |
|--|---------------------------------------|
| <input type="radio"/> Skilled at... | <input type="radio"/> Excellent at... |
| <input type="radio"/> A skilful... | <input type="radio"/> Able to... |
| <input type="radio"/> Competent in... | <input type="radio"/> Very good at... |
| <input type="radio"/> Extremely good at... | <input type="radio"/> Talented at... |
| <input type="radio"/> Familiar with... | <input type="radio"/> Qualified to... |

Employers are looking for various qualities and characteristics in a potential employee. Use the following list of words to help you when describing yourself, whether in an application or at interview:

- | | | |
|---|---|---|
| <input type="radio"/> Able | <input type="radio"/> Drive | <input type="radio"/> Keen |
| <input type="radio"/> Accurate | <input type="radio"/> Dynamic | <input type="radio"/> Knowledgeable |
| <input type="radio"/> Adaptable | <input type="radio"/> Educated | <input type="radio"/> Leadership skills |
| <input type="radio"/> Alert | <input type="radio"/> Effective | <input type="radio"/> Loyal |
| <input type="radio"/> Ambitious | <input type="radio"/> Efficient | <input type="radio"/> Mature |
| <input type="radio"/> Analytical | <input type="radio"/> Energetic | <input type="radio"/> Methodical |
| <input type="radio"/> Articulate | <input type="radio"/> Enjoy a challenge | <input type="radio"/> Objective |
| <input type="radio"/> Assertive | <input type="radio"/> Enthusiastic | <input type="radio"/> Organised |
| <input type="radio"/> Astute | <input type="radio"/> Fast learner | <input type="radio"/> Patient |
| <input type="radio"/> Bright | <input type="radio"/> Fast worker | <input type="radio"/> Perceptive |
| <input type="radio"/> Capable | <input type="radio"/> Flexible | <input type="radio"/> Persistent |
| <input type="radio"/> Calm | <input type="radio"/> Focused | <input type="radio"/> Polite |
| <input type="radio"/> Confident | <input type="radio"/> Friendly | <input type="radio"/> Positive |
| <input type="radio"/> Committed | <input type="radio"/> Good communicator | <input type="radio"/> Practical |
| <input type="radio"/> Common sense | <input type="radio"/> Gifted | <input type="radio"/> Pro active |
| <input type="radio"/> Competent | <input type="radio"/> Hardworking | <input type="radio"/> Punctual |
| <input type="radio"/> Computer literate | <input type="radio"/> Helpful | <input type="radio"/> Rational |
| <input type="radio"/> Consistent | <input type="radio"/> Highly motivated | <input type="radio"/> Reliable |
| <input type="radio"/> Cooperative | <input type="radio"/> Honest | <input type="radio"/> Resourceful |
| <input type="radio"/> Cope under pressure | <input type="radio"/> Imaginative | <input type="radio"/> Responsible |
| <input type="radio"/> Creative | <input type="radio"/> Impressive | <input type="radio"/> Supportive |
| <input type="radio"/> Decisive | <input type="radio"/> Insightful | <input type="radio"/> Tactful |
| <input type="radio"/> Dedicated | <input type="radio"/> Inter personal skills | <input type="radio"/> Team player |
| <input type="radio"/> Dependable | <input type="radio"/> Independent | <input type="radio"/> Tenacious |
| <input type="radio"/> Desire to succeed | <input type="radio"/> Innovative | <input type="radio"/> Thorough |
| <input type="radio"/> Determined | <input type="radio"/> Initiative | <input type="radio"/> Trustworthy |
| <input type="radio"/> Diplomatic | <input type="radio"/> Intelligent | <input type="radio"/> Versatile |
| <input type="radio"/> Diverse | <input type="radio"/> Intuitive | <input type="radio"/> Willing |

Applications Diary

Job Title/ Reference	Contact Details	Application Date

What the shortlisters say...

"Good applicants have well written application forms where they have taken the time to give examples of their skills and have a good balance between academic achievement and enthusiasm for the job/industry that they are applying for"

"When we shortlist, we do look to see if the applicant has the desired GCSE results that the employer is seeking. However, this isn't the only thing that we look at. If the applicant can demonstrate that they have taken the initiative to set up and undertake work experience to add to their skills then this is sometimes enough to get them through to interview"

"Your application must be submitted on time and be free from errors. Weak applications are written in a hurry and are under-prepared."

"Avoid poor spelling, grammar and punctuation. This is critical if you want to be taken seriously in your application. Ask someone else with a good eye for detail to proofread your application before you submit it"

"Your application needs to sell you, be engaging, show your interest and enthusiasm and give an insight into your personality. Avoid humour though, this is still a professional document"

"A busy shortlister is looking for a reason to reject you as much as to offer you a place. Don't give them an excuse to put you on the 'no' pile because of a poor application"

"Your application needs to show that you have thought about why you are applying for the job."

"Remember to tailor your application for the job that you are applying for"

Interview Dress Code



How to write a winning Apprenticeship application

Final checklist:

Before you submit make sure you...

- ☐ Check the closing date for applications to be submitted.
- ☐ Ask someone to read your application to check for spelling and grammar mistakes.
- ☐ Include some examples of your skills, not just a list of strengths.
- ☐ Check your application is relevant to the job advert and that you have used some of the 'buzzwords.'
- ☐ Save a copy of your application.
- ☐ Print off a copy of the job advert and your application.
- ☐ Check the location of the job that you have applied to.
- ☐ Check that you have answered all of the questions.

Find jobs on the move with the 'Av Search' app

