

Preparing to apply for apprenticeships

Finding apprenticeships

There are lots of ways you can search for apprenticeships, including:

- [Find an apprenticeship](#)
- Social media
- Through friends and family
- Local jobs sites

For the Try a Trade programme, a designated jobs board is available so that you can find trades apprenticeship vacancies near you: www.talentview.org/construction



How do I apply?

The recruitment process will vary depending on the employer.

Employers may ask you to:

- Submit a CV and covering letter
- Complete an application form
- Attend an interview
- Complete a task/assessments

The website advertising the vacancy should provide details of how and where you apply.

Top tips before applying

Before you start your applications, there are some important ways in which you can already begin to prepare:

- ✓ Check your contact details are up to date and appropriate
- ✓ Prepare any helpful documents, such as your CV, or print off the job description so you can circle key words
- ✓ Make a note of key application dates onto your calendar
- ✓ Give yourself enough time - don't leave it to the last minute
- ✓ Practise writing some answers to typical application questions
- ✓ Think about your different skills and qualifications so you can match them to job descriptions when applying



When should I apply?

Apprenticeships are available all year round so you can apply at any time.

Top tip!

Make sure to submit your applications as early as possible.

Sometimes employers may get lots of applications through and so may close early.



Writing your application

- Read the questions carefully
- Check for spelling and grammar
- Ask a teacher, parent or guardian to check it
- Link your skills and strengths to the job role
- Answer every question
- Make it unique to that employer, not generic

Preparing for an interview

- Research the company and think about why you'd like to work there
- Read the job description again and remind yourself of the qualities they're looking for
- Practise your journey so you know where to go and how long it takes

Attending an interview

- Dress smartly
- Arrive on time - or early!
- Be polite and courteous to all staff
- Think of questions to ask the employer
- Be enthusiastic
- Be yourself!

Extra support



If you have a disability or require any additional support throughout the application process, speak to the employer who can make any reasonable adjustments needed to ensure the process is fair and accessible.



Further information and support

For more information about the application process and for top tips and advice on how to prepare, go to:



www.amazingapprenticeships.com

