



## Get **Fit** for your **App**renticeship Application

The actual application form/process might be different depending on the apprenticeship you are applying for or the employer that apprenticeship is with. For the majority of employers your application will require you to complete:

- ✓ Application form
- ✓ Curriculum Vitae (CV)

For larger firms the process might be done through an online portal, for others you might need to email your form and CV to the employer.



### How can I complete a good application?

#### Tip #1

**Make sure you want the job**

An apprenticeship is a great way to start your career, but you have to be sure when applying for multiple schemes that they are in subjects you know you are going to want to dedicate the next two, three or four years of your life to doing. You will get much more out of an apprenticeship if you are genuinely interested and enjoy it.

#### Tip #2

**Don't rush**

Usually businesses give sufficient time between opening and closing their applications, so you have plenty of time to submit yours. You don't need to complete the application in one go, if you need to do it over a couple of days then do. Rushed applications are easy to spot and send a message to employers that you aren't really that interested in the role.

#### Tip #3

**Include your previous experience**

Your application is the opportunity to show what skills and qualities you have to the employer, with the aim of them inviting you for interview. A key part of this is showing what additional work you have done above everyone else, such as a weekend job, working on a skill with a family member or being part of a sports team. Even if what you have done isn't directly related to the apprenticeship subject still mention it. And remember, be honest!

#### Tip #4

**Research**

Knowing as much as possible about both the business and the apprenticeship might help you when writing your application. Find out what the business does, where they are based, how long they have been open – all of this will help not just in writing the application now, but also in your interview.

# Application

## Writing the perfect CV

An effective CV will showcase your skills and experience whilst telling a prospective employer why you are right for the job. A CV isn't an application form, but you can tailor parts of it to show how you meet the apprenticeship's requirements.

### Tip #1

#### Be honest and factual

Your CV will typically be used to structure the interview and will inform the employer what types of questions to ask. So, make sure the information you are giving is accurate as this will avoid issues later on in the process.

### Tip #2

#### Make yourself easy to contact

Include your contact details on each page of your CV so it cannot be missed. You should include your name, address, telephone number and email address.

### Tip #3

#### Focus on value

Remember the reader is asking themselves two basic questions – can this person do the job and will they fit the organisation? So, make it easy for them to answer. You don't need to include information which isn't going to support those two questions – stick to your strengths and make your skills and achievements clear.

### Tip #4

#### Mind your language

Keep your CV short, maximum two pages, and always use full words (no abbreviations or jargon). Keep sentences short and to the point as employers sometimes have hundreds of CVs to read, so won't read long sections of text.

### Tip #5

#### Layout

Make sure your CV isn't cluttered; use plenty of white space and wide margins. Stick to a single professional font (ie Arial or Calibri) with size 10–12 for body text and size 16 for headers. Don't reduce the font size or change margins to fit more in, add another page if you need it or reduce the amount of text, **Tip #3**.

### Tip #6

#### Structure

The typical CV includes standard information set out in the below order:

- ✓ **Personal Information** (including contact details **and date of birth**)
- ✓ **Work Experience** (job title, employer and start/finish dates)  
*If you have space, a short summary of the role would be useful.*
- ✓ **Qualifications, education, training and development**  
List qualifications from the highest level down (include any additional training attained above standard academic study).
- ✓ **References**  
We recommend you put 'available on request'.



Main project partner:

