

LOOKING FOR AN APPRENTICESHIP

Apply



LANCASHIRE SKILLS
& EMPLOYMENT HUB

Are you authorized to work in the U.S.? YES NO



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LOOKING FOR AN APPRENTICESHIP: APPLY

**I know where to find
vacancies and I am
ready to apply**

JOB APPLICATION
APPLICANT INFORMATION

RESUME

M.I. Date
Apartment/Unit #
ZIP

Date
Email Address

Desired Salary

Yes/No

Authorized to work in the U.S.? YES NO

Index

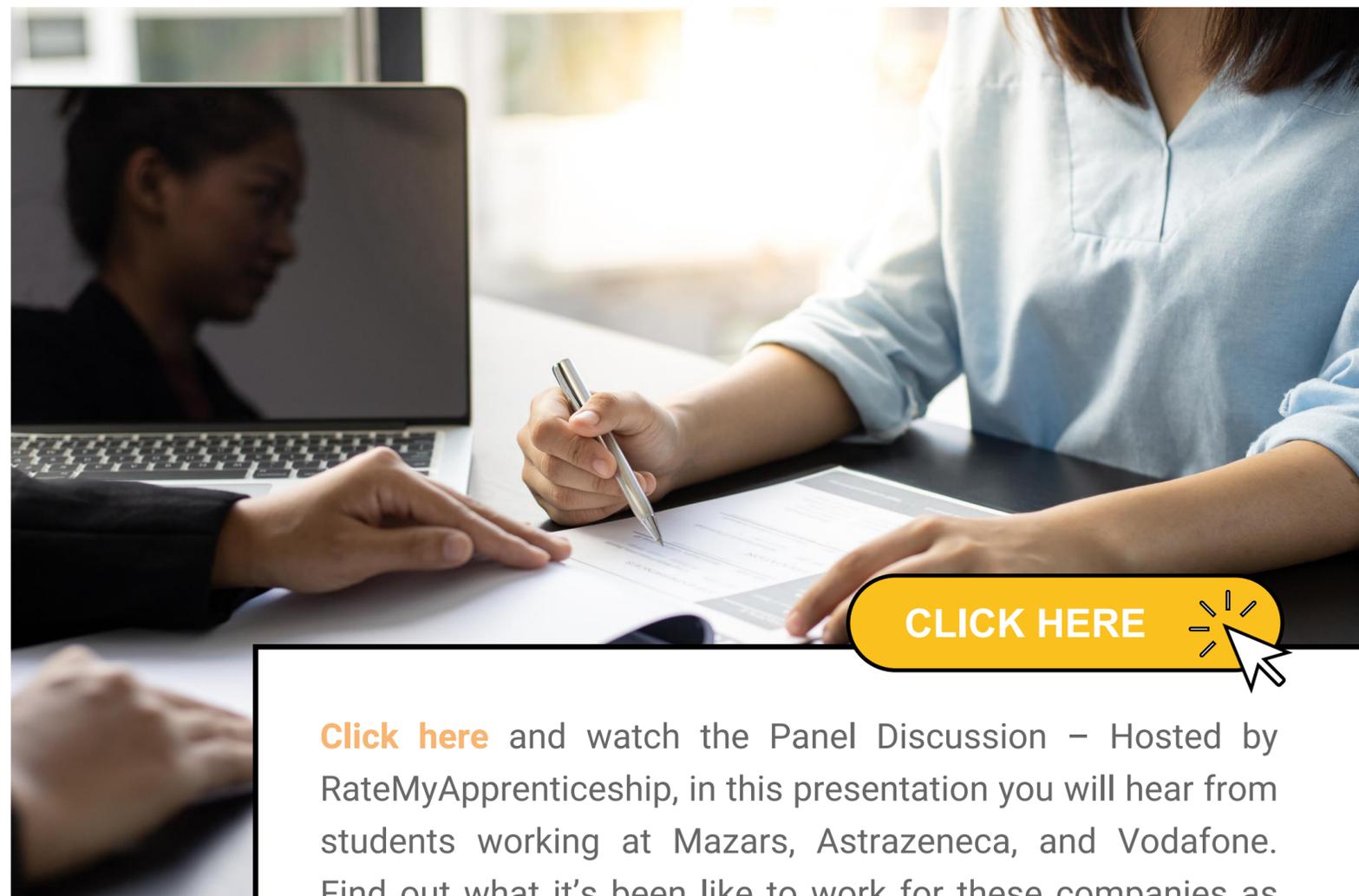
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LOOKING FOR AN APPRENTICESHIP: APPLY

Understanding Applications

Applications come in different forms and will go to different parties. For example, on the “Find An Apprenticeship” service there is an “Apply now” link in the top right corner of the apprenticeship detail page for every vacancy. This link can take you to three different places.

Option 1: is an application form template devised by the “Find an Apprenticeship” service that has been edited by the employer or provider. This application form once submitted will be passed to either the employer or the provider. You will have to register your details on the Find an Apprenticeship Service to create an account to utilise this.



[CLICK HERE](#)

Click here and watch the Panel Discussion – Hosted by RateMyApprenticeship, in this presentation you will hear from students working at Mazars, Astrazeneca, and Vodafone. Find out what it’s been like to work for these companies as well as the benefits, difficulties, and application process!

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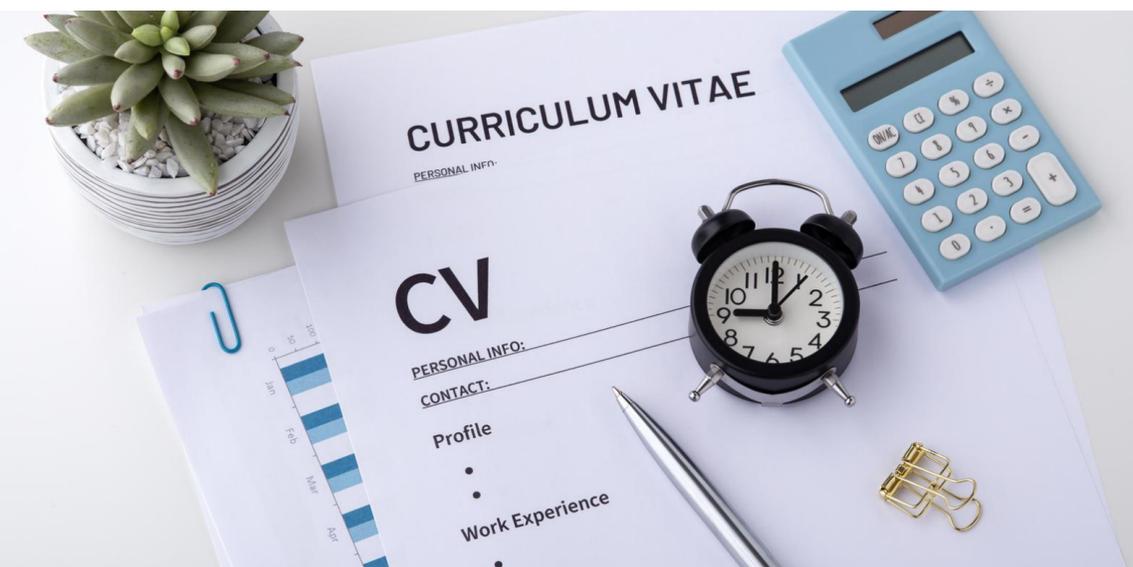


Option 2: you are directed to the provider's registration or application process where you may be registered as a candidate and have the option of applying for one or more of their vacancies, including the one you originally clicked the link for.

Option 3: you are sent to the Employers application page.

Understand what you are signing up for and where your application is being sent. It will help you understand the communication lines and the route to interview/selection.

Consider the importance of your CV. **If you are a student, what differentiates your CV from any other student and what importance will the employer place upon it. If you have work experience, (other than your week in year 10) then of course this should be stated.**



If you are not a student and looking for apprenticeships, consider how your CV will look and what questions the employer may have about it. Why is there a gap (or gaps)? Why did you leave your last position? etc.

[CLICK HERE](#)



Click here and find more advice about what to include in a CV and what you should avoid.

A well written CV could be the difference in getting your dream interview or not.

Be prepared

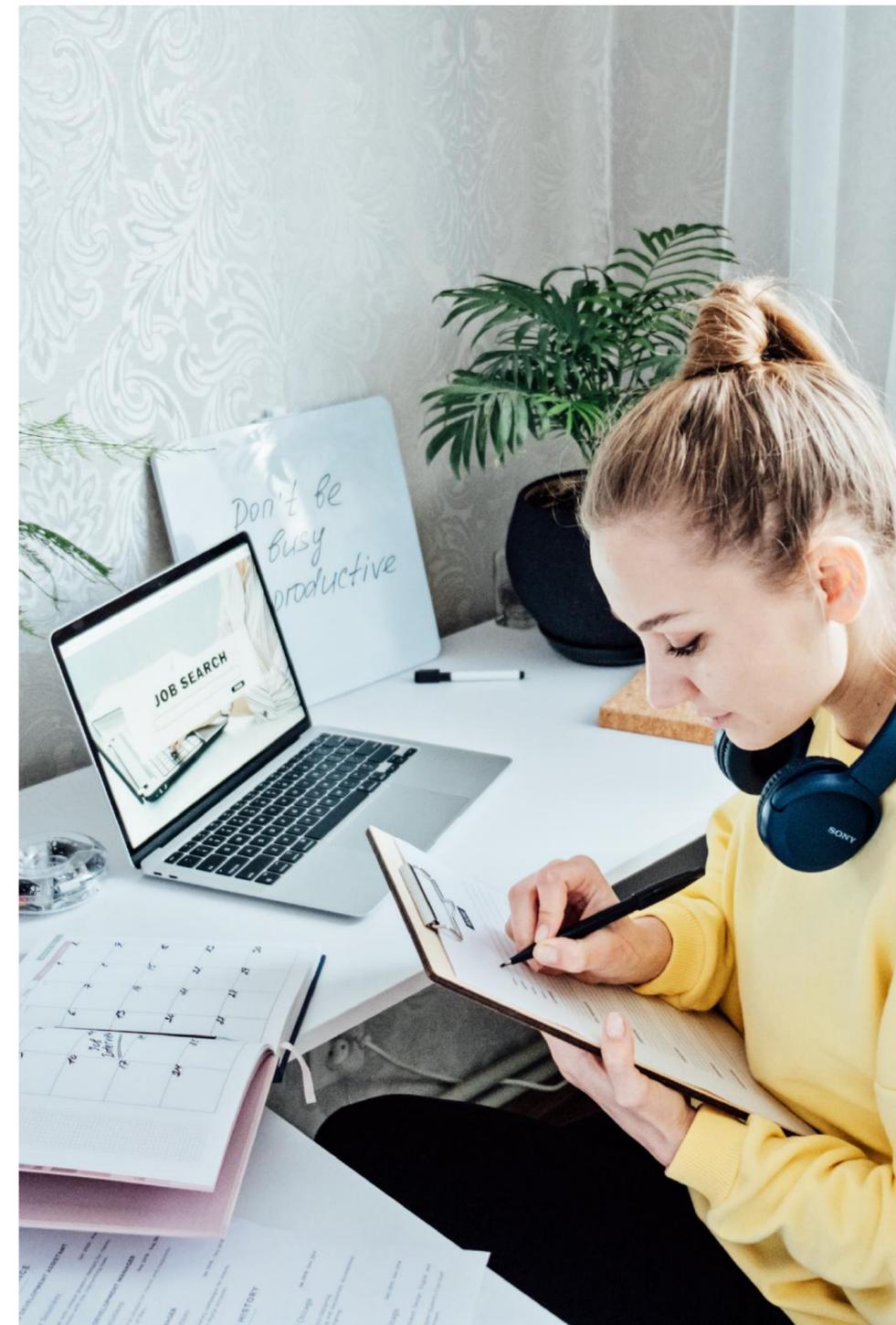
Applications can take time and rushed applications will likely result in either no response or a “Thank you for your interest but we will not be taking your application any further.” email.

Prepare your personal statement in advance.

Set up a system for recording your applications. Notes on your phone, a spreadsheet, or even on your calendar.

[CLICK HERE](#) 

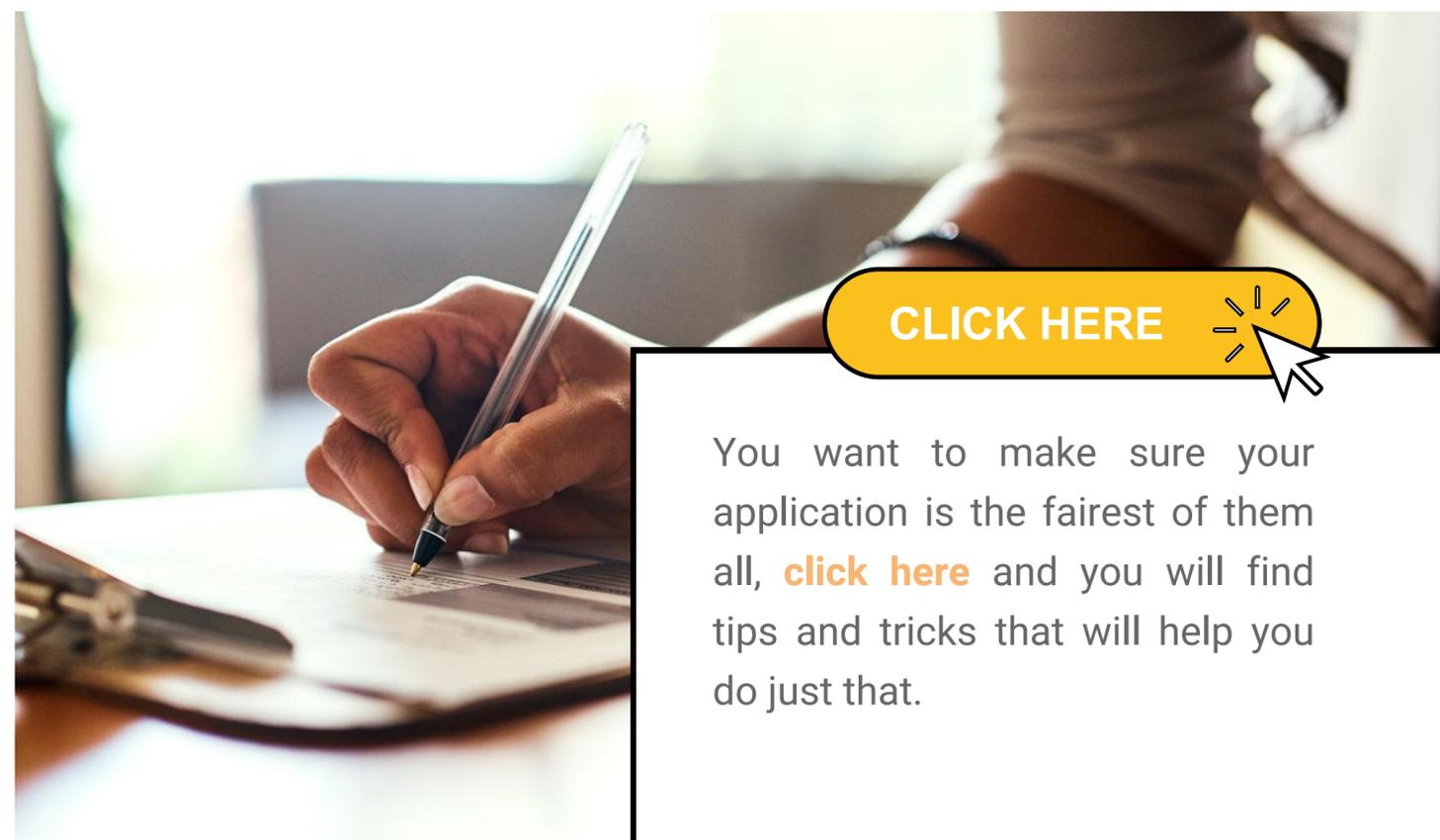
Click here for some tips and advice for creating a cover letter/email. Your cover letter is a personal introduction, telling the employer why you would be a great candidate for the role.



Be prepared

Have an email address that is suitable and is regularly monitored. An offensive email address is not going to give the right impression. **If the employer or provider has further questions about your application they are likely to request details via email.** If you only look at the email account infrequently, the delay in responding will give the impression that you are not that interested.

If you provide a mobile phone number, make sure that your voicemail is clear and concise. Again, a funny or offensive greeting may be appropriate for your friends and family but will not do you any favours in getting employment.



[CLICK HERE](#)

You want to make sure your application is the fairest of them all, **click here** and you will find tips and tricks that will help you do just that.



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LOOKING FOR AN APPRENTICESHIP: APPLY

Personal Statement

Resume C.V.

Summary

Education

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So, what is it and why do I need it? A 1,000-word statement about you, showing **what you want, what you enjoy, and why you are applying for a position in your chosen industry, sector, or role.** Being confident enough to state what you don't like, also.

This statement can be utilised in a cover email or letter, or form part of the application. Application forms will either ask for a cover letter explaining why you are applying for the position or will have a “free text” box asking you to provide any further information or it could be a direct question such as “ In 500 words tell us why you are applying for this apprenticeship?”





Preparing this in advance means that you are more likely to prepare something that reflects you. Employers are interested in you and want to know what motivates you, your attitude, skills, and capabilities. **It is this that they end up employing and will turn into the Project Manager, Welder, Engineer, Social Worker, etc.**

If your personal statement is compiled to represent your version of the perfect candidate, it will likely not meet its aims. If it does, it means that your work life could end up being very stressful as you are constantly acting up to the perfect candidate role you invented. Be honest and show the reader who you are.

If prepared in advance you are not likely to quote employers names or job titles that you are applying for. **An almost certain unsuccessful application is one where the wrong employer or wrong job title has been quoted.** Having a clean copy to start from for every application will ensure that you avoid this common mistake.

The statement should be 1,000 words in length, and it has to be structured to read well. Darting from one thing to another and back again will simply cause the reader confusion.





Download:

An example personal statement.



Access:

Tips on how to create it and make it the best it can be.

IMPORTANT LINKS

- 💡 Some good advice on making a good application.
- 💡 How to write apprenticeship personal statements by an NGTU Ambassador.
- 💡 Some further guidance from Rate My Apprenticeship on creating a personal statement.
- 💡 This link provides some guidance about creating a cover letter and utilising some of your personal statement.
- 💡 Applying to apprenticeships: the ultimate toolkit.
- 💡 Find out more about the application process and access hints and tips on what to expect and how to prepare.
- 💡 A great video (30 minutes) with both an employer and three apprentices giving their advice and experiences about applying for an apprenticeship and the processes for selection and interviews. Tip: Jump to about six minutes to start hearing from the panel.



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Applications

How many should I apply for?

There is no limit. **If your applications are not the best they can be would you want to rely on quantity rather than quality as your best chance of success?**

Applications take time and also monitoring and responding to emails for more information or attending interviews/selection sessions will quickly take up a lot of your time.



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Alternatively, only applying for one apprenticeship is putting all of your eggs in one basket. If unsuccessful you may have missed out on other opportunities that would have been equally suited.

An application a week if you are fortunate enough to find suitable vacancies would be recommended.



[CLICK HERE](#)



[Click here](#) for further advice from NGTU.



IMPORTANT LINKS

- 💡 **Applying to apprenticeships: the ultimate toolkit.**
- 💡 **What happens after applying for an apprenticeship? This guide is here to help you through the post-application journey.**
- 💡 **A brief summary of advice from UCAS.**
- 💡 **A brief summary of the application processes and what to expect once submitted.**