

STEP BY STEP GUIDE TO APPLYING FOR AN APPRENTICESHIP

STEP 1

Decide on the Type and Level of Apprenticeship

Consider your interests, strengths, and career goals

STEP 2

Search for Apprenticeship Vacancies

- Find an Apprenticeship - www.gov.uk/apply-apprenticeship
- Company websites
- Training Providers and colleges
- Other - Some employers may use recruitment platforms, such as Not Going To Uni, UCAS Career Finder, Get My First Job, Rate My Apprenticeships or Tees Valley Jobs

STEP 3

Research Employers

- Read about the company and what they offer
- Check their social media and reviews
- Look for success stories from previous apprentices

STEP 4

Prepare Your CV

- Education and predicted or achieved grades
- Any volunteering, school projects or part-time work
- Extracurricular activities, hobbies or personal projects
- Key skills such as teamwork, communication, and reliability

STEP 5

Write a Personal Statement or Covering letter

Most applications require a personal statement or cover letter. It should explain:

- Why you want the apprenticeship
- What interests you about the company and industry
- Why you are a good fit

STEP 6

Submit your Application

Follow the employer's instructions carefully, which may include:

- Uploading a CV and personal statement or covering letter
- Completing an application form with personal details and qualifications
- Taking a short assessment or aptitude test

STEP 7

Prepare for Interviews and Assessments

If shortlisted, you may be invited to:

- An online or in-person interview
- An assessment day or short test (could be numerical, practical, or physical depending on apprenticeship type)
- Prepare for common questions (why this apprenticeship, what skills do you bring, etc.)
- Practice with a friend or family member
- Show your enthusiasm and willingness to learn

STEP 8

Follow Up and Keep Applying

Persistence is key. If you don't succeed immediately:

- Ask for feedback if you are unsuccessful
- Use feedback to improve future applications
- Apply for multiple apprenticeships

STEP 9

Additional Tips and Resources

- Apply early to avoid missing deadlines
- Tailor each application; avoid copying and pasting
- Use career services for feedback or support
- Keep track of applications to manage deadlines effectively



Remember to always double check spelling, grammar, contact details and tailor your application to each role.