

How to Apply for an Apprenticeship

Application

- Apprenticeship vacancies can be found at the Business Centre, Connexions or through the Apprenticeship Vacancy Matching Service website
- Send in your application for your chosen Apprenticeship to the Business Centre

Confirmation

- You will receive a letter inviting you for an interview at the Business Centre to discuss your Apprenticeship application

Interview

- You will be called before your interview to confirm your attendance
- The interview will include a discussion about your application, information of possible vacancies that we have and an assessment on your literacy and numeracy
- An interview profile is created and kept in a central file

Follow up

- You will be contacted on a regular basis for an update on whether you have found a work placement and to see if you are still interested in an Apprenticeship
- If you are still interested your details will be forwarded to any relevant companies where we have vacancies
- If you are no longer interested your details will be removed and safely destroyed

Job Interview

- If a company finds your CV of interest you will be invited to the company for a job interview

If you get the job

- If successful at the job interview you will be employed by the company
- You will be inducted and signed onto the Apprenticeship programme
- If your Apprenticeship involves attending college, you will be given details of when and where to attend

If you don't get the job

- Your details will be forwarded to other relevant companies and the process will begin again