

Where do I look?

- Many vacancies are advertised on findapprenticeship.service.gov.uk.
- Also look on company websites and on vacancy websites such totaljobs.com notgoingtouni.co.uk; and uk.indeed.com.
- UCAS is a good source for degree apprenticeship opportunities - ucas.com/apprenticeships.
- You may want to make speculative applications to businesses. Speak with local companies in your area and see if they are interested in taking on an apprentice.
- Follow companies you like on social media to keep an eye out for vacancies.
- Make sure you attend Leeds Apprenticeship Recruitment Fair in February at the Leeds first direct arena. Details will be on the arena website from November.

Contact us at Leeds Apprenticeship Hub

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EMPLOYMENT AND SKILLS LEEDS



APPLYING FOR AN APPRENTICESHIP?

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How do I apply?

- Most apprenticeship vacancies will require that you complete an application form. This is usually done online and will be attached to the vacancy advert.
- On the form you will probably be asked to outline why you are suited to the role. Show how you match each of the requirements listed in the job description and give examples where you can.
- Make sure you show your enthusiasm for the job.
- It is always a good idea to include a sentence about why you want to work for the company.
- Check for typo errors and check spelling.
- Save a copy of your form so you can re-use the information elsewhere if needed.

When can I apply?

- You can apply for an apprenticeship at any time of the year.
- Apprentice vacancies are available all year although many will start in September.

What if I get an interview?

- An interview may be done face to face, online or over the telephone.
- Be prepared – know where you are going, work out bus times/train times/parking.
- Research the company in advance to find out as much as you can about them and about the job role you are applying for.
- Don't be late – go early if necessary.
- Dress appropriately – this usually means clean, tidy and smart clothes.
- Maintain eye contact with the interviewer and show interest.

- Read through the job description – this will help you to work out what questions you may be asked around your skills, knowledge and experience.
- When answering questions, give examples of things you have done which will evidence your skills and experience.
- Ask questions of the interviewer to show you are interested in the job and to help you decide if it is right for you, e.g. 'What training do you provide?' 'What will happen at the end of the apprenticeship?'
- Practice beforehand. Try and do a mock interview with someone you know.

What if I don't get the job?

- Make note of the questions you were asked to build your experience and reflect on the answers you gave.
- Ask for feedback, so you can learn from the experience and see if there are ways of improving.
- Keep applying and don't despair. The more you apply for, the better your chances of finding the job you want.

Where can I find more information about apprenticeships?

- To find out about different types of apprenticeships and what they involve visit: Home / Institute for Apprenticeships and Technical Education.
- How to apply for an apprenticeship: www.prospects.ac.uk and search for apprenticeship application advice.