

## Top Tips

## Applying on

## Apprenticeship vacancies

National Apprenticeship Service

What's your best way to secure yourself your dream Apprenticeship? Stand out from the crowd!

"My profile" is your megaphone to tell employers why you are the best person for the job. Follow these simple steps to take you wherever you want to go...

### Registering

#### No lazy mistakes

The information you enter when you register is automatically pulled through to each job application form, so any errors or lazy/shorthand typing will be pulled through too!

#### Full Name

Use capital letters at the start of your first name and surname.

#### Username and password

You will need to use your username and password every time you log in once you have registered. Make your username relevant and ensure that your password is something that you can remember. Keep both of these safe but somewhere you can access them.

#### Activation email

Don't forget that before you can get started using Apprenticeship vacancies, you will need to activate your account. This is simple to do by following the instructions in the email that you receive.

#### Multiple accounts

Try not to create multiple accounts as trying to remember a series of usernames and passwords leads to confusion.



**National Apprenticeship Awards Finalist  
Greenfields Kennels**

#### Appropriate email address

Make sure your email address is appropriate... 'badgirl@msn.com' will be seen by a potential employer, and they might not be so impressed!

#### Contact number

Always include a phone number – add your mobile and/or home number if possible so that we can contact you to confirm job interviews or clarify information.

## Searching

### Search Criteria

You can search for your ideal job in various ways, by using keywords, occupation type, job role or location parameters. Your search can be refined further by determining how current the vacancy is, or by indicating the weekly wage you would be looking for.

## Applying and Managing Your Applications

### Be thorough

Read the advert carefully before you apply.

### Before you apply, be realistic

Can you travel to the job if it is not local? Do you have the required skills/experience?

### Make sure you send the application

Check that it is not in your saved area.

### Appropriate voicemail messages

Make sure your voicemail message is appropriate on your mobile (again inappropriate voicemail messages may put off a potential employer!)

### Include all qualifications

Make sure you list all your qualifications, including your predicted grades.

### Make yourself stand out

When answering additional questions make sure you explain your answer and give an example if you can – don't just copy the examples given.

### Sell yourself

Your profile is an advert for you. Use the spell checker and check grammar and punctuation.

### Be formal

Always remember your application is part of a formal recruitment process and will be viewed by the employer, make sure your application shines!

### Apply for several vacancies

You can apply for up to 10 vacancies at any one time. If you are successful with any of your applications, and you accept the Apprenticeship offer please remember to withdraw your remaining applications to save the providers/employers time in processing these as they are no longer necessary.

### Track your applications

Ensure you regularly go in your 'my home' page to track your applications. Remember that learning providers or employers might receive a number of applications and so be patient in terms of a response based on the advertised closing date and suggested date for interviews. If you need to follow up an application please use the contact details on the vacancy.

### Withdrawing an application

Think carefully about withdrawing an application as once you withdraw your application you will not be able to automatically re-apply for this vacancy. This is why it is important to ensure you are 100% happy with your application. If you want to update your qualification with your actual grades, it is easier to contact the provider directly.

### Use the FAQ

Make use of our FAQ on [apprenticeships.org.uk](http://apprenticeships.org.uk) you can use the Q&A section to find many of the frequently asked questions from candidates and answers from the National Apprenticeship Service.