

Application Stage - Applying for a Job



Profile Development and Training are an independent training provider and we work with the employer to deliver the apprenticeship training. The employer will often ask us to advertise their vacancy, filter the applications and send them through any that meet their minimum criteria, for their review. The employer will then follow their normal recruitment process and tell us who is shortlisted for interview.

How we advertise our vacancies



Where to find apprenticeship vacancies:

- Find an apprenticeship – <https://www.gov.uk/apply-apprenticeship>
- Our website - <https://www.profiledt.co.uk/>

- *Indeed* - <https://uk.indeed.com/>
- *Apprentice Kent* - <https://www.kentprospectus.co.uk/courses/employer-apprenticeship-search>
- Employer's website

Why do we advertise in different places?

Vacancies are advertised in different places to ensure that they are visible to as many people as possible. If you apply for an apprenticeship position via Indeed or any other platform then you will be directed to the "find and apprenticeship" service to make your application through that system. This ensures that all applications are received in the same format and makes sure that the application process is fair.

You can research any apprenticeship before you apply so you have a better understanding on the following website: <https://www.instituteforapprenticeships.org/>

Useful tips before you make an application for an apprenticeship vacancy

- Before submitting your application ensure that you have spell checked your answers.
- Have a sensible email address (e.g. don't have an email address with nick names or inappropriate wording).
- Ensure that your details are up to date (e.g. address, phone number, email address).
- Ensure that your social media can cause no offense as it likely that an employer will check this at some stage (e.g. Facebook, Instagram, TikTok).
- It is best to complete an application on a computer screen rather than a smaller device, for example, a mobile phone. By completing it on a computer screen it allows you to see it more clearly and will be easier for you to make amendments if and where necessary.
- Research the employer that you are thinking of applying for a role with. This will reflect well on your application as it will show you understand what their company is about and what they specialise in. It will also give you more of an understanding of what type of company you will be working for. It will allow you to visualise what it could be like in the job role.

Read the Job Description Carefully!

Completing your Application

Completing a job application is something that should be a well thought out process,

- **Don't rush,**
- **Ensure it is tailor made to the job role and employer you're applying for,**
- **Double check it before submission,**
- **Contain as much detail as possible.**

A job application says a lot about you as an individual. Your application needs to say more than just about your grades, but also your experience, explain what interests you and what you want out of this role. By being able to show your personality and enthusiasm for the role, you will become more noticeable to the employer, telling them why they should choose you.

Things to remember when completing an application

- *Personal details* – it is important to ensure that all personal details are up to date and appropriate. Name, address and contact details should be checked to ensure spelt correctly and there are no missed numbers in your contact telephone number. Your email address should be appropriate, no silly nicknames and no inappropriate language included. If you believe your email address doesn't look professional, please make a new one, it will take minutes and this is something the employer will notice so, it will be worth the time.
- *Your address* – if you are applying for an apprenticeship that isn't close to your address in the application, please explain in the application why you are applying for a role out of the area and how you intend on getting there. The employer will want to know how you plan to sustain a role with them if you need to travel a distance.
- *Tailoring your application to the job role* – it is important that you personalise the application to that employer and that role. The website that you complete your application on will auto complete your application if you have previously applied for an apprenticeship so, please ensure that you always start a fresh application so that it is suitable for the role you are applying for. For example, you don't want to be applying for a Business Administration role and your application has already auto completed to the previous role you applied for as a Teaching Assistant and answering all the questions with how much you'd like to work with children as it's your dream

role, this would be a waste of your time as the application would be rejected. Always start a fresh application, it may take you more time but, the extra time will be worth it, if you are serious about getting the job.

- *Spelling and Grammar* – the website you complete your application on doesn't allow for spell check and grammar checks so, our advice is to type it up in a Word document that allows you to spell check and grammar check and then copy and paste it into the application website. Always re-read what you have written just to ensure it makes sense and there are no errors.
- *Qualifications* – Ensure that you include all qualifications that you have on the application, even if they are not what the employer has listed as a requirement of the role. Your application may still be considered based on the rest of your application if the grades you have are close to what the employer is looking for. There is an option/requirement to sit your Level 2 Functional Skills alongside the apprenticeship if you have not got minimum of a C or 4 at GCSE. If you have just sat your GCSEs/ A-Levels please put your predicted grades on the application, the employer will want to see these and will assist them in their decision of whether you will be invited for interview.
- *Transferable skills and work experience* – when completing an application, it is important to include any previous work experience or life experience you have. You may not feel it is important or relevant, but any experience can be helpful towards completing an application and can also give the employer a glimpse of who you are. For example, volunteering, mention your year 10 work experience, mention any course-based work experience, mention whether you've babysat for family members, helped your parents write invoices for their business or worked in McDonald's. Any experience can be seen as a positive and will reflect on you as a person. You will surprise yourself how many skills you have gained just from your everyday life, put it all in your application, the more detail, the better.
- *Answering questions* – when answering questions on an application it is vital to make sure you understand the question first, ensuring that you have understood the question will allow you to give the best answer possible. Always answer the question in full and give as much information as you can. Where possible make sure your answers relate to the employer, do not use a generic answer.

Set Questions

These questions will be on every application you complete via the Find an Apprenticeship website:

What are your skills and strengths?

What interests you about this apprenticeship?

Please ensure that you answer all questions in as much detail as possible. You must also refer to the skills and strengths the employer has listed they are looking for, try and show your personality within your answers. You can strengthen your response by giving examples whenever possible.

Personalised Questions by the Employer

In some cases, the employer will provide additional questions for you to answer.

These questions are usually personalised to their business. For example: 'Why do you want to work for Profile Development and Training Limited?' or 'Why do you think Profile Development and Training Limited is the right place for you to study?' or 'What do you know about our company?'.

Ensure you have done research to help you answer these questions.

Unsuccessful Application

An application can be unsuccessful for many reasons. Always read the feedback provided as it may assist you with future applications.

Feedback: Needs more detail:

- Ensure all details are fully completed
- Ensure all qualifications are included
- Ensure all work experience and previous employment are provided
- Ensure you've answered all questions in detail

It is possible to reapply for the position and correct these details, but you will need to use a different email address for the same vacancy as you will not be able to reapply under the same account.

Feedback: Not right for the employer:

If you receive feedback saying that you aren't right for the employer there will be a reason, it could be you don't have the required grades or the experience they require but there will be advice on where to find more or similar opportunities included in your feedback.

After you have completed the application

Shortlisting

Once you have completed your application, it can be a while before you hear anything based on the vacancy closing date, we would recommend that you put the vacancy closing date in your calendar because shortly after you should hear from the employer if you have been shortlisted for the role, or not. If you do not hear from the employer within two weeks of the closing date, it should be assumed that you have not been shortlisted but, you should have been notified by the 'find an apprenticeship' website.

You can email a member of our team if you are unsure and have any questions:

Recruitment Team:

Vicky Davies – vicky.davies@profiledt.co.uk

Ian Pearce – ian.pearce@profiledt.co.uk

Administration Team:

Sarah Holton or Sinead Lunn - admin@profiledt.co.uk

Being shortlisted and invited to interview

When waiting to hear about an interview it is important that you keep checking your email as that's how the employer will contact you. Remember to check your junk and spam inbox too as sometimes emails may go into those folders. You may miss an opportunity if you don't check all folders in your inbox.

If you are shortlisted by the employer, they will invite you to interview. Ensure you read the email properly and respond to advise whether you will be attending or not, make sure the email is polite and professional. If you can't make the date or time they have suggested, please go back to them explaining why you can't make the originally proposed date and time and provide a suggestion on when you can attend. This will show the employer that you are keen for the role, it is not guaranteed that they will accept another time or date, but is always worth a try.

The employer will then hold the interview with you. You will hear the outcome of the interview directly from the employer.

If successful, we will begin the apprenticeship paperwork process with you.

If unsuccessful, you should request feedback from the employer to assist you with future applications and interviews.

Looking for the right apprenticeship for you

If we aren't currently advertising an apprenticeship in your area that you are interested in or with the employer you would like to do an apprenticeship with, you have some different options:

- You can approach the employer themselves saying you would like to train with them and then put them in touch with us as your training provider and we can start communications.
- You can approach the employer themselves saying you would like to train with them and then put them in touch with a different training provider or college.
- You can contact us and we can put your details on a contact list and if any vacancies come up in your area and that meet your requirements, we can email you a link to the vacancy.
- You can set up notifications for specific apprenticeships within your area on the Find an apprenticeship website - <https://www.gov.uk/apply-apprenticeship>