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**How to complete the Derby City Council apprenticeship application form**

Read through all the information thoroughly including the advert, job description and person specification (requirements of the job). Check it is the sort of work you want to do – can you meet the requirements of the job?

To apply for our apprenticeships, you'll need to apply through the Apprenticeship website [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)) in which you are directed to apply through the Council’s website. Or you will search our Council [online application service](https://dercili.webitrent.com/dercili_webrecruitment/wrd/run/ETREC106GF.display_srch_all?WVID=78146021tE&LANG=USA) for vacancies.

Please give as much detail as you can in all sections of the form. This helps us match your experience, qualifications, skills and knowledge to those needed for the job. Make sure you have covered all the things listed as requirements for the job in the ‘supporting information’ section of the application form. Give examples of where you have shown your skills, strengths and personal qualities.

On your form you must include all qualifications stated as essential on the person specification including maths and English. You should also include other qualifications and training such as A levels/BTEC/Functional Skills.

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**If you are applying for an apprentice role, your examples might include:**

* experience of work and where
* experience of work with customers
* what you learned from any work experience
* the different IT systems you have used
* communication skills
* organisation skills and working to deadlines
* any personal qualities
* team work
* working independently
* any special responsibilities or achievements at school/college.

If you haven’t worked before, you could use examples from school, college, voluntary work, Duke of Edinburgh, NCS, babysitting, Scouts, guides, playing in a team, planning a family event, and so on.

**What are your strengths?**

**A poor example is:**

I am in a football team, organised and I like talking to my mates.

**A better example is:**

I have very good communication skills. As a keen team member of a local football team, it is crucial that we communicate constantly when on the pitch to ensure that everyone can work together to win the game. I have been praised by the team captain for the way that I communicate effectively on the pitch, saying that I am calm, motivational and fair.

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**Key things to remember before sending your form**

* Have you shown your skills and experience in the form?
* Have you shown you are interested in the company and job role?
* Is your form filled in to a good standard? Check your spelling and grammar as we look for this. Do not use a small ‘i’ in a sentence. Get someone to check your form afterwards to see if anything needs to be changed.
* Make sure you send the form off before the closing date listed.

**Interviews and assessments**

We will shortlist all application forms received. The training provider will invite you for an initial interview and assessment. Following this, if you pass the assessment you will be invited for interview at the Council in one of our teams where there is a vacancy.

Know what job you are applying for – you may have applied for a number of different companies.

We will want to know that you understand the job area you are interested in.

You will be asked about your previous experience and skills and job/career interests. Try to give examples from your work/education that demonstrate your skill or experience.

Please have a look at our website [www.derby.gov.uk](http://www.derby.gov.uk). What services do we provide to our customers? What work do they do in the team you are applying for?

We look for enthusiasm and commitment; asking relevant questions shows us you are interested.

For further information please contact Apprenticeships@derby.gov.uk 01332 640752