

## Why an application form?

As part of our Apprenticeship Recruitment process we request that you complete an application form to help us better understand your skills, attributes and experience. We prefer you to fill in an application form rather than send a CV so that we can consistently and fairly review and select potential applicants.



## What to expect to include on the form

The form should give us an insight into you as a person and encourage us to want to meet you and find out more.

All applicants will be asked to fill out the same form, and the following sections are typically what you can expect to complete. These sections will allow us to understand how you have developed relevant skills and gained valuable experience through your academic, work and personal life:

*Educational background* - you'll usually be expected to provide information on the schools, colleges or Universities you attended, courses taken and qualifications gained.

*Work experience* - you may be asked to describe or list the main duties of your current job, or any positions that you've held in the past. Don't worry if you don't have much experience, use projects you were involved in at school to help us understand the skills you used. Don't forget to include volunteering or other activities you have been involved in.

*Competency-based questions* - this is where you get to show how you meet the specification for the role, by promoting yourself as the best candidate for the job.

*Personal statement* - if a supporting statement is required, this should be well-structured - possibly using headings to set out how you meet the job criteria.

*References* - Most applications require a minimum of two referees; usually an employer and an academic tutor but the form you complete will make this clear.

### Check and recheck

Get it right — whether your form is online or on paper you should:

- Read it over a few times to check for spelling and grammatical errors.
- Ask someone else to proofread it and check it for you.
- Check you've filled in all the boxes that are relevant to you. If a box isn't relevant, put 'N/A' (not applicable) in the space provided.
- Photocopy or print out the finished form, so that you have a record of what you've written. You'll need to be able to refer back to it at the interview stage.
- Take note of the closing date and send or complete your application form to arrive in good time.



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