

APPRENTICESHIP SCHEME

APPLICATION GUIDELINES



GUIDELINES FOR COMPLETING YOUR APPLICATION

Thank you for your interest in applying to become an apprentice. It is important that your application focuses on information that is relevant to the post and is presented clearly and in a concise manner. You should look carefully at the information contained in the *Apprenticeship Information Pack*, *Job Description* and *Person Specification* to ensure this.

When completing the Further Information section of your *Job Application*, we would like you to answer the questions below, following the structure and guidelines, and keeping to the word count. Make sure you pay attention to the following:

- **Your skills** – What you can do
- **Your strengths** – The skills you do best
- **Your experiences** – What you have done that shows your skills and strengths

You may use examples of your employment, school, college, education, work experience, hobbies and voluntary work.

IMPORTANT POINTS (which we will consider when shortlisting)

- As communication and language accuracy in Welsh and English is essential, we encourage you to complete the form in Welsh
- Following the structure and guidelines below will be beneficial to your application
- In your examples, you should detail what you did and the impact it has had

FOR YOUR INFORMATION

- We will contact you by **PHONING** if you are successful

QUESTIONS - YOUR ROLE AS AN APPRENTICE

1. WHY APPLY FOR THIS APPRENTICESHIP?

Explain why you're applying for this apprenticeship in particular. Remember to note your interest in the field and why this apprenticeship appeals to you.

No more than 200 words.

2. APPROPRIATE BEHAVIOUR AND ATTITUDE

Describe one event that shows you demonstrated correct and professional behavior or responded positively to a difficult situation you faced – e.g. showed respect, positive attitude, collaboration, motivating people, using appropriate language

No more than 200 words.

3. COMMITMENT TO WORK

Describe one event that shows you contributed to outcomes of value when working on a task or project

No more than 200 words.

4. CONTRIBUTE TO RESULTS OF WORTH

Describe one event that shows you contributed to the success of a project or event

No more than 200 words.

5. WORK AS PART OF A TEAM

Describe one event that shows you worked effectively as part of a team

No more than 200 words.

6. COMMUNICATE WITH CONFIDENCE

Describe one event that shows you communicated confidently orally or in writing to individuals or to a group

No more than 200 words.

7. COMMITMENT TO LEARNING

Describe one event that demonstrates your willingness to learn

No more than 200 words.

8. UNDERSTAND WHAT IS REQUIRED TO WORK FOR THE COUNCIL

Explain why you want a career with the Council

No more than 200 words.

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ADDITIONAL INFORMATION

Please note that the following expectations apply to all posts within the Council:

- Responsibility for self-development
- Ensuring compliance with Health and Safety rules in the workplace
- To operate within the Council's policies in relation to equal opportunities and equality
- Responsibility for managing information in accordance with the Council's Information Management standards and guidelines
- Ensure that personal information is handled in compliance with Data Protection legislation.
- A commitment to reduce the Council's carbon emissions in accordance with the Carbon Management Plan and to encourage others to act positively towards reducing the Council's carbon footprint.
- Undertake any other equivalent and reasonable duty in accordance with the salary level and level of responsibility of the post.
- Responsibility to report a concern or suspicion that a child or vulnerable adult is being abused