



**APPRENTICESHIPS.
A GENIUS DECISION**



APPLICATION GUIDELINES APPRENTICESHIPS 2026



THE RECRUITMENT PROCESS



Step 1

Prepare



Step 2

Experiences



Step 3

The Application
Form



Step 4

Recruitment
Centre

PREPARE

- It is a good idea for you to research the Council before trying
- Why do you want to think of one sentence that summarizes why you want to apply
- Why do you want to list your strengths - I won't be surprised to see what you can offer

EXPERIENCES

- Remember to note your experiences that match what she is looking for
- Use various experiences that give the best overview of your skills
- If you're not sure what to include, ask a friend, or someone who knows you well for advice and ideas

THE APPLICATION FORM

- Remember to read the guidelines before filling in your application
- Take care with the language, and remember to re-read the application before submitting

THE RECRUITMENT CENTRE

- Remember to make sure you have various experiences to discuss on the day
- Remember that this is your chance to show your skills and your potential
- And remember more than anything, be yourself, and enjoy the day

TO BEGIN

It is important that your application focuses on the information that is relevant to the job and is presented concisely and clearly.

You should look carefully at the Personal Details to make sure that your application meets the requirements

- The details about the Person are a list of skills and knowledge needed to do the job well
- When completing the Further Information section of your job application, we will ask you to answer specific questions that follow the structure

REMEMBER

1

Remember to use examples of your previous work, experiences you've had through school or college, work experiences, hobbies or/and voluntary work you've done

2

As communication and language accuracy in Welsh and English are important, it is best for you to complete the form in Welsh.

3

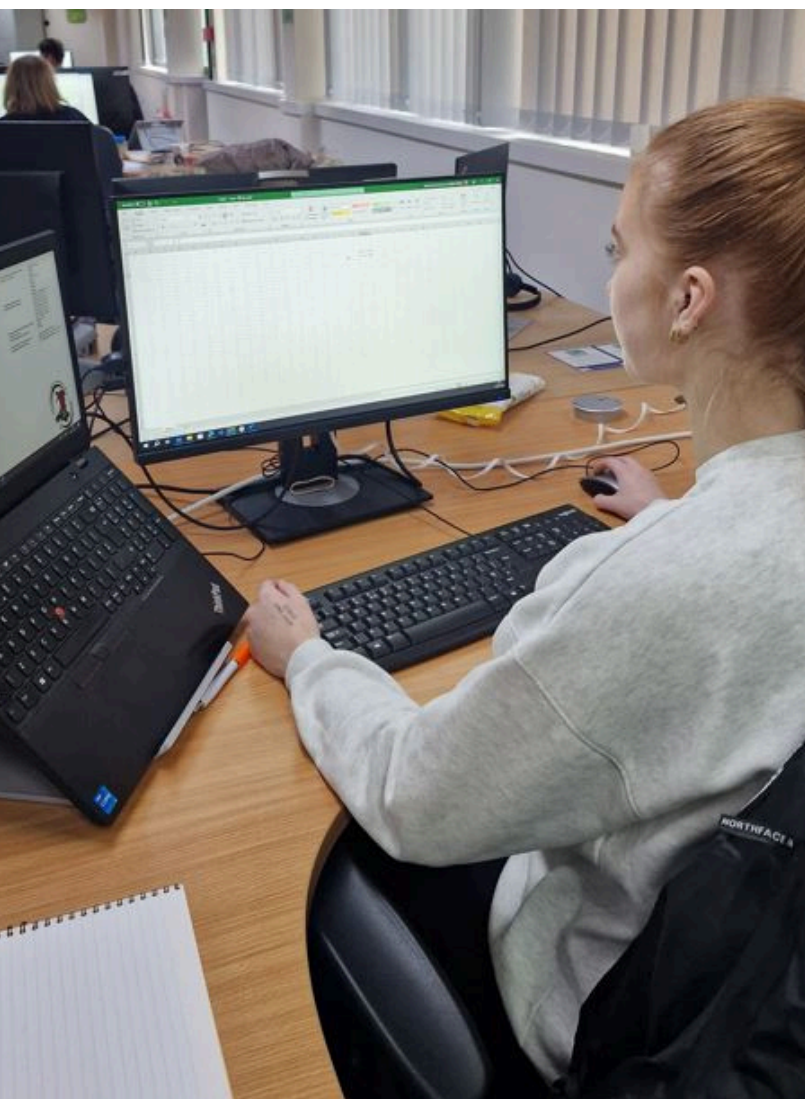
Following the structure and guidelines is beneficial to your application

4

When you describe your examples, you should note these things:

Skills – What you can do Strengths – The skills you do best

Experiences – What you have done shows the above



IMPORTANT POINTS

- REMEMBER - Following the structure below will be beneficial to your application
- As correctness of language in Welsh is important, it is better for you to complete the form in Welsh
- In your examples, you should detail what you did and the effect

STRUCTURE

1. WHY APPLY FOR THIS APPRENTICESHIP?

It is necessary to explain why you have applied for this apprenticeship specifically. Remember to mention your interest in the field and why you are trying.

2. RIGHT BEHAVIOR AND ATTITUDE

You need to describe one incident that shows when you behaved appropriately or positively to a situation - e.g. show respect, positive attitude

3. COMMIT TO A WORK OR PROJECT

You need to describe one event that shows when you contributed to a task or project e.g. project work at school or college

5. WORK AS PART OF A TEAM

You need to describe one event that shows you work effectively as part of a team

6. COMMUNICATE WITH CONFIDENCE

You need to describe one incident which shows that you communicate confidently orally or in writing with an individual or a group

7. BE READY TO LEARN

You need to describe one event that shows you are ready to learn or when you learned something important

8. UNDERSTAND WHAT IS REQUIRED TO WORK FOR THE COUNCIL

You need to explain why you want a career with the Council

To complete an effective application form why not use the PREP method?

P

POINT

Start by answering the question: "I believe that..."

I believe one of my main strengths is my written communication skills.

R

REASON

Then give an explanation: "And the reason I believe that is..."

I believe this because I can structure my answers clearly on paper and because I take time to formulate my answer before recording it.

E

EXAMPLE

Give a supporting example : "For example, last week..."

For example, I managed to persuade my school council that our football team needed new uniforms by writing a letter to them.

P

POINT

Finish by summarizing your point: "And that's why I believe that..."

I think this is a good example of how I have succeeded using my written communication skills.



FOR MORE INFORMATION



www.instagram.com/prentiscg



www.facebook.com/prentiscg



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www.gwynedd.llyw.cymru/swyddi

WHAT NEXT?

1. Follow us on social media to understand more about the Apprenticeship Scheme and graduates
2. Do your research into the Council and the job
3. Open an account on the Council's Jobs Website
4. Follow the Application Guidelines. If you would like support in writing your application contact Gwaith Gwynedd on: 01286 679211 or you can email gwaithgwynedd@gwynedd.llyw.cymru
5. Remember the closing date 29/05/26

I hope that the information in the pack has inspired you to apply for the job.

Make the wise choice for your future

Choose a career with Gwynedd Council

GOOD LUCK!