

HINTS & TIPS | for apprentice applicants

Here at NG Bailey we want to make sure you submit the best application you can. We receive many applications when our apprenticeship roles open and we want to help you stand out from the crowd. We recommend you read the hints and tips below before you start your application.

BEFORE

- » **Read the application form right through before you write anything.** Then draft your answers before you start filling in the form.
- » **Give yourself enough time:** completing a good job application will take longer than you think.
- » **Consider carefully the location you are applying for,** are you looking to relocate? If so, tell us in your application form.
- » Have you been on our website and apprenticeship web page to understand what our business does? **We want applicants to demonstrate that they have researched** our business and the job they are applying for.

DURING

- » **Make sure your application is your own work.** Don't copy and paste from the internet – it is surprisingly obvious! We can tell it's not your work and it doesn't say anything good about you as a candidate
- » **Follow all instructions and answer the questions asked** (yes, it is a bit like an exam).
- » **Consider your answers, do they contain enough detail?** Short or incomplete answers will have an impact on the success of your application.



CONSIDERATIONS

- » **Don't take any 'shortcuts', make sure you answer questions in full.** For example, 'See CV' is not an acceptable response to an application question.
- » We want to get a feel for who you are, and **your authenticity as this helps us understand why you're interested in this opportunity.** We understand that some candidates may use AI tools for support. If you choose to use AI assistance, **please ensure the final response reflects your own words, ideas, and experiences.**
- » **Is your CV relevant for the job?** If you've applied for a particular apprenticeship have your tailored your CV to reflect the role you are interested in?
- » Ask someone to read through your application once you have finished. **One final check can't do any harm!**

USEFUL LINKS

Useful information for applicants can also be found in this GOV.UK Apprenticeship Application Guide.

GOV.UK  **Apprenticeship Application Guide**

GOOD LUCK!