

# HWGTA APPRENTICESHIP RECRUITMENT - APPLICANT GUIDANCE



## How to stand out from the crowd!

**HWGTA will often have more applicants than apprenticeship jobs available, the employers make the final choice - so how do you stand out?**

- Arrange some appropriate work experience - write to employers and ask to spend some time with them, exploring the job you are interested in. This shows commitment, enthusiasm and drive. It can also, in some cases lead to an apprenticeship offer directly from a work experience employer.
- If you haven't got any employment experience - look for part time work - it doesn't have to be related to your desired apprenticeship
- Obtain some references- these can be from teachers, employers, sports coaches, youth groups, etc
- Research what is involved in your chosen apprenticeship
- Write or update a concise CV:
  - <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs/school-leaver-cv-example>
  - <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs/chronological-cv-example>



# How to Prepare for an Interview

- Research the employer - look on their website and ask anyone you know with links to the employer
- Ensure you know who will be interviewing you
- Ensure you know the time, date and location of interview
- Arrange suitable travel arrangements to the interview
- Prepare some questions to ask the interviewer
- Think about what your strengths and areas for development are (ask family and friends)
- Think about what your long term career goals are
- Ask a friend or family member to do a mock interview with you

## What to do at an interview

- Dress smartly and formally
- Be approximately 10 minutes early for an interview, to show good time management
- Shake the hand of each interviewer
- Try to have good eye contact
- Look confident and smile :)
- If you don't understand a question, don't be afraid to ask an interviewer to explain it
- Use professional language - avoid slang
- Thank the interviewers for their time and shake their hands again at the end of the interview

**REMEMBER** - employers don't expect apprentice applicants to be experienced at interviews - so do your best and show them your potential and enthusiasm for your apprenticeship area.



## Questions you may be asked at interview

- What do you know about this business?
- Why do you want to work here?
- Why do you want to do an apprenticeship?
- What are your strengths and weaknesses?
- How would your school/college/last employer describe you?
- How would you describe yourself?
- Where do you see yourself in 5 years time?
- Which school/college subjects do you enjoy & why?
- Tell me about your interests & hobbies?
- Are you a member of any clubs or organisations outside of school?
- How do you feel about working alone, with others and as part of a team?
- Have you ever organised anything?
- Describe your most rewarding experience and why?
- What is your proudest moment?

