

# START BUILDING YOUR CAREER WITH KIRKLEES COUNCIL

## Guidance notes for applying to join our apprenticeship scheme

We want you to have the best chance of gaining a place on our apprenticeship scheme. Please read through these guidance notes before you start the application form.

### Tips

- Read the apprentice job profiles carefully and make a note of any key words or requirements that you need to include in your application.
- Remember to check the spelling and grammar before sending your form.
- You need to think about the type of work you are likely to enjoy and be committed to over the long run or what's going to get you out of bed each morning to come to work. It might be an idea to talk it over with the people who know you best before you make your decision.
- Apprentices are expected to promote and role model the Council's Expectations of a New Council employee within the organisation. To find out more about Council Behaviours and Expectations please click [here](#) and **click on the tab at the top "Working for Kirklees"**.

### Getting started

Before you start, you need:

- your National Insurance number
- a list all your qualifications and grades, including predicted grades for any exams you are taking this academic year.

### How will you know what we are looking for?

The apprenticeship profiles include the qualities we are looking for in an apprentice so make sure you use this as a guide when applying for your chosen apprenticeship

## Eligibility Criteria

**Please note you are only eligible to apply for these roles if:**

- You have been resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required).
- You will not be in full time compulsory education when you start your apprenticeship.

## Do you have what we are looking for?

We will, as a minimum, be looking for evidence that you have the qualities we're looking for in our people, as outlined in the apprenticeship job profiles. We are interested in the skills and experience you have gained in any area of your life, for example in school, paid work, clubs or teams, unpaid or voluntary work. Do not forget to tell us about skills that you may have taken for granted, use the form as an opportunity to 'sell' yourself to us.

## Completing the application form

### Personal details

Please enter your personal details fully and clearly so we can contact you easily and quickly should you be shortlisted. Email will be the first way that we will try and contact you, so please use an appropriate email address. Please check your email account's spam or junk folder to check for any Kirklees Council emails that maybe filtered.

### References

Please complete the two sections detailing the references we can approach should you be successful.

### Qualification and Predicted Grades

You will need to provide a list of your qualifications including any predicted grades. Please make sure you have these to hand.

Please note: original certificates and proof of predicted grades may be checked at the interview stage.

### Shortlisting Questions

This is the most important part of the application form and it will help you get through to the interview. It is your opportunity to sell yourself by showing how your knowledge, skills, personal qualities and experience match the requirements of the job.

When giving examples, be specific about what you have done, what you did that was successful and the relevance that it had. You may wish to give examples from your interests, voluntary work or leisure activities.

## Next Steps

If you are shortlisted for interview, we will contact you by email with the date, time and location and also what the selection process involves.

The selection process will include an interview and other elements to give you the best opportunity to demonstrate what you can bring to the apprenticeship, examples may include

- an assessment based on council behaviours
- a problem solving exercise and
- a literacy/numeracy test

But we'll tell you more if you're invited for interview.

If you are asked to bring documentations to the interview, please take time to do so as it will make the process faster if you are offered an apprenticeship.

If you are unsuccessful in your application we will email you to inform you and provide you with the opportunity to get some feedback on your application.

## **Pause for Thought - Who will apprenticeships suit?**

Apprenticeships will suit someone who:

- has a clear idea of the type of career they wish to pursue and is willing to commit to a vocational pathway
- is ready to start work with an employer and be based in the workplace the majority of the time
- is well organised and able to cope with the competing demands of work and academic study at the same time
- is ready to be assessed through a mix of assignments and written work, including essays, reports, practical exercises, end tests, and exams

What's involved?

- You'll spend most of the week at work (a minimum of 30 hours) where you will focus on learning to do the job.
- You could be learning from colleagues across all levels of the business, typically working closely with someone more senior who will coach you and review your progress.
- The learning and part-time study element of an apprenticeship fits around the job commitment and will be agreed with the employer. You might attend one day per week ('day release'), in blocks of a week or more ('block release'), or study online. Some training schemes use a combination of options
- You will complete assessments during and at the end of the Apprenticeship, which tests both academic learning and occupational competence developed through on-the-job training