

WHAT TO INCLUDE IN AN APPRENTICESHIP APPLICATION

Personal details

- Full name
- Email address
- Phone number
- Town or city
- Right to work in the UK (if asked)

Education and qualifications

- Current school or college and course
- GCSEs or predicted grades, especially English and Maths
- Other qualifications such as BTECs, T-Levels or short courses
- Relevant subjects linked to the apprenticeship

Work Experience

Include paid or unpaid experience such as part-time jobs, work placements, volunteering or work shadowing. For each role, include employer name, dates, brief responsibilities and skills developed.

Skills

Examples include communication, teamwork, problem-solving, IT skills, organisation, time management, customer service, and practical or technical skills. Use examples where possible.

Personal statement or application questions

Explain why you want the apprenticeship, why you want to work for the employer, what interests you about the industry, your strengths and your future career goals.

Hobbies and interests (if requested)

Include interests that show commitment, teamwork, creativity or responsibility, such as sports, volunteering, creative projects or clubs.

References

Usually one or two references such as a teacher, tutor, careers adviser or employer. Include their name, role, and contact details if requested.

Supporting documents (if requested)

CV, cover letter, certificates, or a portfolio for creative or technical roles.

Final checks

Make sure you ask someone to check your application. Check spelling and grammar, answer all questions, tailor the application to the role, and submit before the deadline.