

Applying for an Apprenticeship

Application Form Guidance

Who is this guide for?

Applicants who are applying for the Mazda Apprenticeship Programme.

It may also provide a level of support to for readers when applying for similar apprenticeships with other employers and training providers.

Application forms can often be the first step that you take when applying for an apprenticeship.

What are apprenticeship application forms?

Many companies will have standard application forms that you need to fill in. These can be paper based, although they will typically be online forms. To apply to the Mazda Apprenticeship Programme you must first complete a 3-part online application form.

Application forms capture key information including personal details such as your name, contact details, and location. The main aim of the form however is to help the employer to assess your suitability and eligibility for the role.

You might also be asked to share your education history, to explain why you're applying, and to tell the employer about any relevant experience that you have. All of these things help the employer to assess whether you might be a good fit for them, and the role.

What sections are included in application forms?

Your personal details

They need to know who you are after all! You'll be asked for pretty standard information, like your name, address, email address and phone number.

Your education history

This part of the form will ask you for your educational background, covering things like which school you went to and when, as well as the qualifications and exam results you earned there.

The job description might explain that you need to have achieved certain grades in order to apply. The information that you provide in your form can be used to assess whether or not you meet the minimum entry requirement (if there are any).

Your employment history

This is another fairly straight-forward part of the application form. Here you'll be able to add your employment history, including things like the job title, company name, employment dates and role responsibilities.

Don't worry if you haven't got much work experience. If you're young, then you might not have gained much yet.

It is important however to include as much as possible – especially if the experience that you've gained is relevant to the role that you're applying for.

Why have you applied?

You'll almost certainly be asked why you're applying for the role in the first place. This is a really important question as it tells the employer what has encouraged you to apply, and why you really want the role.

When answering this question, make sure that you make it really clear that you're excited by the prospect of working for the company and that you're motivated by the opportunity. Try and explain what it is that has made you apply. For example, someone might have inspired you, or you could be following a life-long ambition.

You could use examples of previous experience (eg work experience, or hobbies) to explain why you want to do the role as a job.

Do you have any relevant experience?

If you haven't already mentioned any relevant experience, you'll probably be encouraged to share some.

This could be anything at all, including actual on-the-job work experience gained with an employer, or skills and experience gained in another environment such as a school project, charity work, or through shadowing/working with a parent or friend.

It's often true that apprenticeship candidates don't have a huge amount of experience. Don't let that put you off. The vast majority of apprenticeship will teach you everything that you need to know.

How would you travel to and from work?

This is a straight-forward question aimed at confirming that you have thought about, and can actually, get to and from work each day. Maybe you can drive, take the bus, cycle, or walk. What ever it is, make sure that it's realistic, reliable and affordable. The employer is mainly concerned with ensuring that you can reliably get to and from work.

You may also be able to get a lift with a parent/guardian/friend. This is ok, but ask yourself what happens if they can't take you one day. Do you have an alternative option?

Other questions

There may be other questions such as whether you have a driver's licence, any unspent criminal convictions, or learning difficulties/health problems. Make sure that you answer these as clearly and honestly as possible. If you are unsure about the answer, get in touch with the employer or recruiter.

You may also be asked to provide some information about your Ethnicity, Gender, or similar personal characteristics that are protected under the Equality Act. Employers may request this information, but it cannot be used to measure your suitability for the role. Often, it is captured to provide the employer with useful information about the kind of people that are applying for their positions.

Great, but how do I write good answers?

The good thing about application forms is that you can take a look at what's required and then plan out your responses. To make sure you put yourself across in the best possible way, we suggest you make use of the following tips...

Plan and prepare your answers

Make a list of the questions you're being asked and then write out your responses in a separate Word document first. This will help you create a first draft of your answer, check the word count and also keep an eye out for any pesky spelling or grammar mistakes!

You might want to ask a Parent/Guardian, teacher, or colleague to review your answers and provide you with some feedback.

Really read the questions

There's no point preparing the perfect answer if it's to the wrong question! Look at it properly and make sure you understand what it's asking for; this will help you make sure your response is relevant. Sounds obvious, but it's important and does catch some people out.

Research is the key to your success

Generic answers stand out to employers (they've read loads of them remember), so tailor your answers to the company by reading up on them and checking out their website. Find out what they're like, whether they've been in the news and what would be expected from you.

Find out what qualities they are looking for and shape your responses based on these. A strong knowledge of the company and apprenticeship you're applying for will stop you sounding like a robot. Use the job description and advert to help you understand what they're looking for.

What if I need more support?

If you need more support there are lots of options. For example you could:

- Speak with a trusted person such as a parent/guardian, teacher or colleagues
- Contact the employer, or recruiter (you can contact the Mazda programme on 01235 553 296)
- Take a look at the programme website to see what support and guidance you can find
- Take advantage of the huge amount of online guidance for apprentice applicants (see below):
 - **Government Apprenticeship Site:** <https://www.apprenticeships.gov.uk/apprentices>
 - **Prospects:** <https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships/how-to-apply-for-an-apprenticeship>
 - **Rate My Apprenticeship:** <https://www.ratemyapprenticeship.co.uk/advice/top-tips-for-applying-to-apprenticeships>
 - **Reed:** <https://www.reed.co.uk/career-advice/applying-for-apprenticeships/>