



Guidance notes for completing the application form

WDH wants you to have the best chance of being shortlisted and gaining a place on our Apprenticeship Scheme. We have prepared the following guidance notes to help you complete the application form. You are advised to read through these notes before completing the form.

Tips

- Print off the job description and circle all of the buzz words, or write them down so that you know the kinds of words you should be using in your application form.
- Remember to check the spelling and grammar.
- Ask someone you trust to read it through for you, as they may find things you have missed.
- If you are not sure about what to write about yourself, ask a friend or teacher to list your three best qualities, as this could prompt you to think about some words and phrases you could use.

Getting started

Before you start, you need:

- your National Insurance number (if applicable);
- copies of your certificates (or a list of predicted grades); and
- the job description.

How will you know what we are looking for?

You should read the job description carefully and look at the shortlisting criteria in particular. The job description includes the skills and qualities we are looking for in an apprentice so make sure you use this as a guide when completing the questions about you.

Do you have what we are looking for?

We will, as a minimum, be looking for evidence that you meet the criteria on the job description in particular your qualifications, either gained or predicted. From the information in the job description you should work out if you have the skills, knowledge and experience we are looking for.

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. Most importantly, remember to tell us about yourself, we cannot make assumptions about your knowledge and skills.

Completing the form

Please complete the form either electronically or using black pen.

www.wdh.co.uk/apprenticeships (Braille or audio applications are welcome).

Personal details

Please tell us which trade you are applying for, you may choose up to two options; however, you do need to justify your choices in section four of the application form.

Please enter your personal details fully and clearly so we can contact you easily and quickly should you be shortlisted. Please note that in keeping with WDH's Sustainability Policy, 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 WDH emails that maybe filtered. If you do not wish to be contacted by email please leave the email address box blank.

References

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

Education and training

All trade apprenticeship applicants must have, achieved, or be expected to achieve, a minimum of five GCSEs (grade A*-C/9-4) or equivalent, including Maths, English Language and a Science.

All office based apprenticeship applicants must have, or be predicted to achieve, a

minimum of two GCSEs (grade A*-C/9-4) or equivalent including Maths and English Language.

We are interested in any form of education you have undertaken including those courses that did not lead to an examination or qualification. These could be non-vocational classes or in-house training with an employer. We are also interested if you are a member of a professional body. If you are still studying for your GCSEs, BTEC or NVQ we can still assess you but we will need evidence that you are predicted to achieve the grades required.

Please note: Original certificates and proof of predicted grades will be checked at the assessment day.

Knowledge, skills and experience

This is the most important part of the application form and it will help you get through to the interview. In this section 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. Any supporting information (for example, additional sheets) should not contain your name or other personal information.

Please answer the questions fully giving clear, specific examples that demonstrate how you meet the job description, including any outcomes and learning gained.

Returning your application

Please ensure all sections are fully completed and the declaration is signed and dated, this can be done electronically if you are e-mailing your completed application. Please return a completed application form and return it by email to apprentice@wdh.co.uk.

Alternatively you can return your application by post to:

Human Resources
Merefield House, Whistler Drive Castleford
West Yorkshire, WF10 5HX

Your completed form must be returned by Friday 5 April 2019. Any forms received after this date will not be considered for assessment.

Please note that due to the high volume of applications that we anticipate, we may not be in a position to write to candidates whose applications have not been successful. If you have not heard from us within four weeks of the closing date please assume your application has not been successful.