

Guidance notes for completing the apprenticeship application

WDH wants you to have the best chance of being shortlisted and gaining a place on our Apprenticeship Scheme. We advise to read through these before completing your application.

Tips

- Print off the job details 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.
- 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, phrases and examples you can use.

Getting Started

Before you start, you need:

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

How will you know what we are looking for?

You should read the job description carefully, taking into consideration the person specification. . 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 the 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.

Examples can be given in any area of your life, for example in school, paid/unpaid work, clubs or teams, or voluntary work. Most importantly, remember to tell us about yourself, we cannot make assumptions about your knowledge, skills and experience.

Completing the application

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 role you are applying for. You may choose up to two options and you do need to justify your choices in your application.

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 way that we will 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.

Education and training

All apprenticeship applicants must have achieved, or be predicted to achieve the qualifications specified within the advert for the appropriate apprenticeships they are apply for:

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.

If you are still studying for your GCSEs or BTEC's 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

Returning your application

Please make sure all sections of the form are fully completed and the declaration is signed and dated, this can be done electronically if you are emailing your completed application form. Please return it by email to wdhrecruitment@wdh.co.uk

Alternatively, you can return your application by post to:

Human Resources

WDH, Merefield House, Whistler Drive, Castleford, West Yorkshire, WF10 5HX

Your completed application MUST be returned by Sunday 9 March 2025. 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 are 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.

checked prior to you being invited to an assessment centre.

Knowledge, skills and experience

This is the most important part of the application, and it will help you to get through to an assessment centre. In this section it is your opportunity to sell yourself by showing how you match the requirements of the job.

When answering the questions your examples need to 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.

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

Each of the questions must be answered in 250 words or less.