



CYNGOR GWYNEDD

[gwynedd.llyw.cymru](http://gwynedd.llyw.cymru)

**APPRENTICESHIPS.**

**A GENIUS DECISION**

# APPLICATION GUIDELINES

**APPRENTICESHIPS 2025**







# THE RECRUITMENT PROCESS



## Step 1

Preparation



## Step 2

Experiences



## Step 3

Application Form



## Step 4

Recruitment Centre

## PREPERATION

- It's a good idea for you to research the Council before you apply
- Why not come up with one sentence that summarises why you want to apply
- How about you list your strengths - you will be amazed to see what you can offer

## EXPERIENCES

- Remember to identify your experiences that match what we are looking for
- Use a variety of experiences that provide the best overview of your skills
- If you are not sure what to include, ask a friend, or someone who knows you well for advice and ideas

## THE APPLICATION FORM

- Please read the guidance notes before completing your application
- Take care with the language, and remember to re-read the application before submitting

## THE RECRUITMENT CENTRE

- Make sure you have a variety of experiences to discuss on the day
- Remember this is your chance to demonstrate your skills and potential
- And most of all, remember to be yourself, and enjoy the day



## TO START

It is important that your application focuses on the information relevant to the post and is concise and clearly presented.

You should look carefully at the Person Specifications to make sure that your application meets the requirements

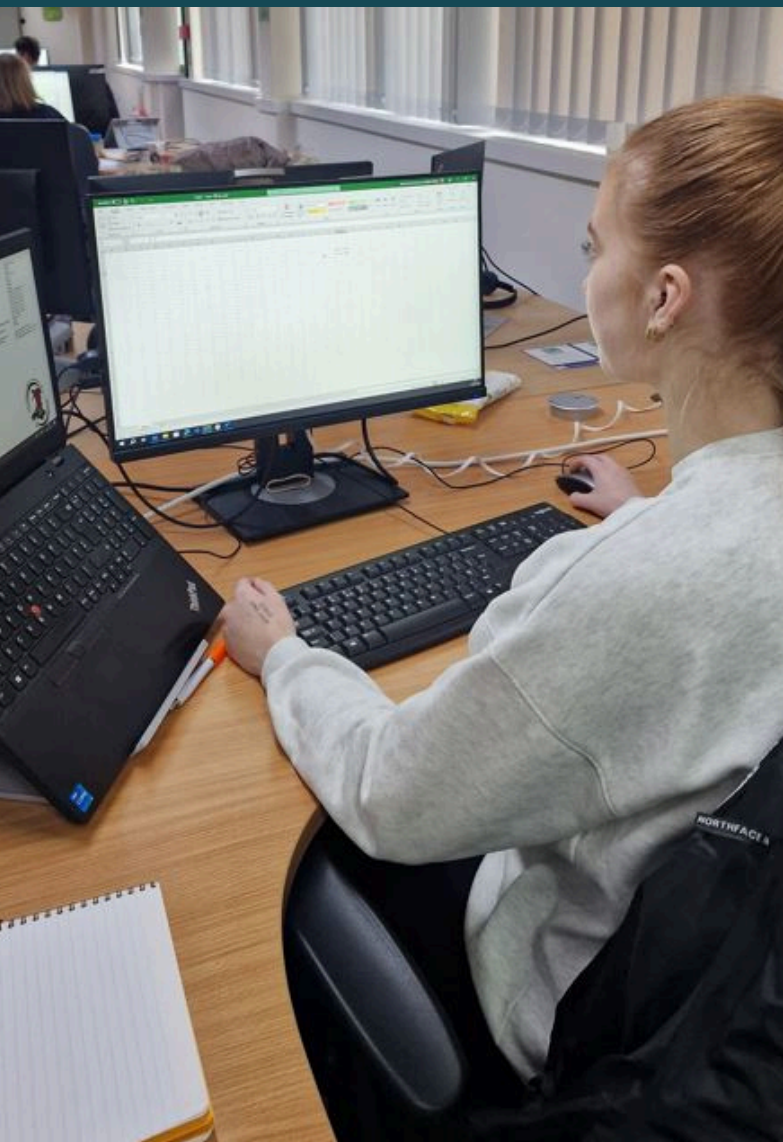
The Person Specification is a list of skills and knowledge needed to do the job well

When completing the Further Information section of your job application, we will ask you to answer specific questions that follow the structure

## REMEMBER

- 1** Remember to use examples of your previous work, experiences gained through school or college, work experiences, hobbies or / and voluntary work you have done
- 2** Because communication and language accuracy in both Welsh and English are important, it is better for you to complete the form in Welsh.
- 3** Following the structure and guidelines is beneficial to your application
- 4** When describing your examples, you should note the following:
  - Skills** - What you can do
  - Strengths** - The skills you do best
  - Experiences** - What you have done shows the above









## IMPORTANT POINTS

- REMEMBER - Following the structure below will benefit your application
- As the accuracy of the Welsh language is important, it is better for you to complete the form in Welsh
- In your examples, you should detail what you did and the impact
- Don't write more than 150 words to each of the points

## STRUCTURE

### 1. WHY APPLY FOR THIS APPRENTICESHIP?

There is a need to explain why you have specifically applied for this apprenticeship. Remember to talk about your interest in the field and why you are trying.

### 2. CORRECT BEHAVIOUR AND ATTENTION

You need to describe one incident that demonstrates when you acted appropriately or positively to a situation - e.g. showing respect, positive attitude

### 3. COMMITMENT TO WORK OR PROJECT

You need to describe one event that demonstrates when you contributed to a task or project e.g. project work at school or college

### 5. WORK AS PART OF A TEAM

You need to describe one incident that shows how you work effectively as part of a team

### 6. COMMUNICATE WITH CONFIDENCE

You need to describe one incident that demonstrates you communicating confidently orally or in writing with an individual or group

### 7. READY TO LEARN

You need to describe one event that demonstrates you are ready to learn or when you learned something important

### 8. UNDERSTAND WHAT YOU NEED TO WORK FOR THE COUNCIL

You need to explain why you want a career with the Council

# CREATE AN EFFECTIVE APPLICATION



To complete an effective application form why not use the PREP method?

**P**

## POINT

Start by answering the question: "I believe that ..."

*I believe one of my main strengths is my written communication skills.*

**R**

## REASON

Then explain: "And the reason I think that is ..."

*I think this because I can structure my answers clearly on paper and because I take time to put together my answer before recording it.*

**E**

## EXAMPLE

Give an example that supports: "For example, last week ..."

*For example, I managed to persuade my school council that our football team needed a new uniform by writing a letter to them.*

**P**

## POINT

Finish by summarizing your point: "And that's why I think that ..."

*I think this is a good example of how I have succeeded using my written communication skills.*



