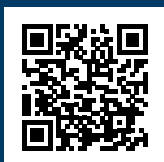


1

Search for a vacancy

Visit www.northernskills.co.uk to search for current apprenticeship vacancies. We get new vacancies all the time, so make sure to sign up to our mailing list!

**2**

Apply for a vacancy

You've found the perfect apprenticeship vacancy and now it's time to apply! From our website, you will be redirected to the National Apprenticeship Service website – this is where you'll submit your application.

Your application should include any previous work experience and qualifications you've gained at school. It's your opportunity to show off your skills and tell the employer why they should hire you!

If you need support with your application, contact a member of our Apprenticeships Team on 03453 40 40 40.

4

Initial interview

During the interview, the team will discuss your application, other areas of interest, discuss how apprenticeships work and explain the recruitment process at Northern Skills.

If you have any questions, please bring them to the interview. We'll provide feedback on your CV and any interview support if needed.

The interview will last approximately 15 minutes.

3

Pre interview screening

If your application is shortlisted, a member of our recruitment team will call you within 3 working days of your application.

This call will run through eligibility for the apprenticeship and will include basic questions relating to your understanding of the apprenticeship and the role you have applied for.

Once eligibility and suitability is confirmed, you will then be invited to attend an initial interview with an industry expert recruitment consultant. This will be arranged within 5 working days depending on your availability.

5

Job matching

Our team will forward your CV to the employer and will also share your CV with other employers that we think could be a good match for you!

If the employer wants to progress your application, we will invite you to a second-stage interview. This could either be over the phone or face-to-face – either way, our friendly team will support you throughout!

Please note that most roles are advertised for four weeks, this timescale may change and the recruitment consultant will update you through the process.

6

Final decision

Whether you're successful or not, our team will always contact you with the employer's decision. If you're successful, we will arrange your start date, enrol you onto the apprenticeship, and advise you of next steps.

If your interview is unsuccessful, Northern Skills will continue to support you in your search for an apprenticeship, sharing other appropriate vacancies and working with you on any interview feedback.